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ABSTRACT

One of two supplements which accompany chapter 2 of "Mountain-Plains Handbook: The Design and Operation of a Residential, Family Oriented Career Education Model" (CE 014 630), this document contains specific information concerning the student monitoring system utilized by the controller's services division. This manual describes in detail the policies and procedures related to the following areas of the Student Flow Through system: pre-entry and orientation; family core curriculum; occupational component; completion and exit mode; and data reports. Also included are miscellaneous procedures that cover personal problems, disciplinary measures, absenteeism, and exceptions to established policy. A large portion of the document consists of related forms and attachments utilized by the Student Flow Through system. (EM)

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NATIONAL EDUCATION R & D MODEL

MOUNTAIN
PLAINS EDUCATION
ECONOMIC
DEVELOPMENT
PROGRAM INC.

ED150351

MOUNTAIN-PLAINS HANDBOOK

THE DESIGN AND OPERATION OF A RESIDENTIAL FAMILY BASED EDUCATION PROGRAM

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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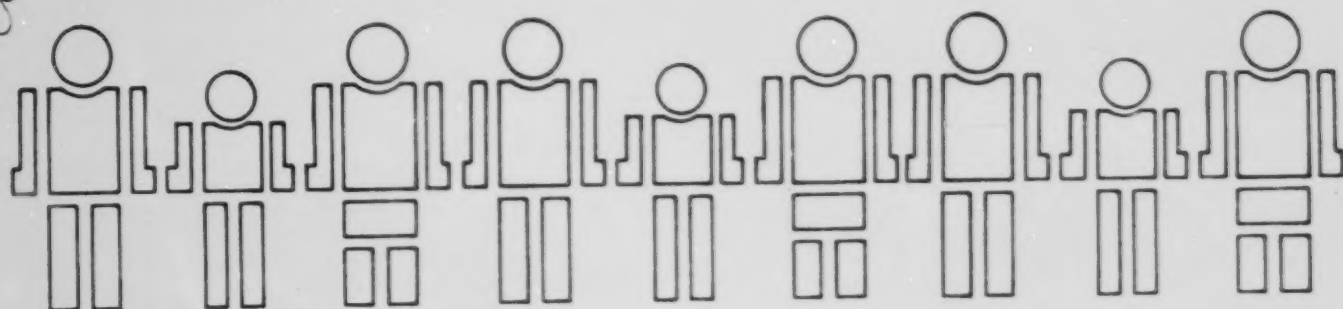
APPENDIX

SUPPLEMENT
NO. 2
TO VOLUME
2

COST/
DATA/
RECORDS:

CONTROLLER'S
SERVICES
DIVISION

CE-014 634



APPENDIX

This supplement is designed for use in conjunction with Volume II.

Supplement 2 to Volume II

COST, DATA, RECORDS: CONTROLLER'S SERVICES DIVISION

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MOUNTAIN-PLAINS DOCUMENTATION

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I wish to express my appreciation to the many people that contributed to the development of the Student Flow Through Manual, and specifically acknowledge the contributions of William Connors, Educational Services; Gail Langen, Data Processing Supervisor; Richard Manley, Supervisor of Career Guidance; John Paulson, Student Advisor; Charles Schank, Supervisor of Community Development; Tom Tooke, Student Advisor; and Jim West, Placement Officer. A special thanks to Sheila Heikens, my secretary, who typed the draft copy and to Jim Lay and his staff for the final typing and printing of this manual.

Luther D. Robison, Registrar
Supervisor of Student Advisors,
Scheduling and Data Center

PREFACE

This manual is to be used as a guide in assisting Mountain-Plains staff members in the understanding of the totality of the Student Monitoring system and in the development of their divisional procedures.

The Student Flow Through system touches upon all areas of student involvement. However student movement and activities within these areas is not defined in detail. Each division develops its own procedures within the framework of the guidelines as set forth in the Mountain-Plains policies and procedures and the Student Flow Through Manual. This manual does describe in detail some of the functions of the Community Workers, in reference to student entry and exit procedures, as well as various segments of Career Guidance and Placement.

The functions of the Registrar's office, Student Advisors, Scheduling and Data Center are explained in great depth and detail in order to provide you with an insight into the functions and concepts which regulate the Registrar's and the Advisors' duties.

If, at any time, you wish an inservice orientation of the monitoring systems or if you have any questions, please contact Mr. Luther D. Robison.

T. R. Flores, Ph.D.
Deputy Director

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PRE-ENTRY PROCEDURES
AND
ORIENTATION PROCEDURES

SUBJECT: PROCEDURE DISTRIBUTION OF PRE-CENTER INFORMATION

Office of Primary Responsibility: Data Center

When the pre-center data is received from Technical Support Services, enter the names of the families on the pre-center distribution checklist. All information available should be noted on the checklist and much of the information must be copied. Maintain all originals for the Data Center files. The appropriate information will be distributed to the following areas:

SUPPORT SERVICES

Interview Narrative
Application
Education
WRAT scores
Employment History
Employer Evaluation
Financial Data
Preliminary Budget
Financial Status
Sociological Data (2 Pages)
Police Check
Credit Check
Medical Histories
Agency Report

EARLY CHILDHOOD

Application
Sociological Data
Physical Exams for
pre-schoolers only

CAREER GUIDANCE

Interview Narrative
Application
Education
GATB Score Cards
Employment History
Employer Evaluation
Agency Narrative
Sociological Data
Financial Status Report
Minnesota S Scales

HEALTH

Financial Data
Sociological Data
Medical History Forms
Physical Exams
Maternity Release Forms
All Miscellaneous Medical
All PRI Forms

COUNSELING

Application
Interview Narrative
Education
Employment History
Employers Evaluation
Financial Data
Preliminary Budget
Financial Status Report
Agency Narrative

CONSUMER EDUCATION

Financial Data
Preliminary Budgets
Financial Status Report
Credit Checks
Police Checks

After the appropriate copies have been made, compile each area's information into families, staple and distribute. Make up Confidential files for the Data Center and file all originals of pre-center information.

SUBJECT: REVIEW OF MEDICAL HISTORY

Office of Primary Responsibility: Health/Registrar/Data Center/Career Guidance

Applicability: Policy and Procedures C107--C117

Upon receipt of medical records, the Health Department will review the students medical records and the medical records of the family. If it is determined that there is possible cause for concern due to previous medical history, the Health Department will notify the Registrar and Career Guidance. (See Attachment 3.)

- a. The Registrar will monitor reports for possible selection criteria violations and will forward the reports to the Data Center.
- b. Career Guidance will monitor the reports for determining problems affecting career choice.

SUBJECT: PROCEDURE FOR INCOMING FAMILIES

Office of Primary Responsibility: Community Worker (s)

Applicability: Policy and Procedures C101--C102--C103--C109

The Community Worker (s) is responsible for receiving and settling families upon their arrival at Glasgow Air Force Base. This initial period includes the first two days of orientation and is to be construed as part of that program. The Community Instructor, above all, is to convey a sense of order and dignity, two qualities which are at a premium in any disruption as emotionally unsettling as a major shift of residence, a transition from the known to the little known.

Procedures:

1. The Receptionist/Secretary will deliver a copy of the "Schedule of Arrivals" to the Community Worker (s) assigned to the process of receiving new families.
2. Six days prior to the scheduled arrival of new families, the Community Worker supervisor will designate the Community Worker in charge of arrivals and confer with him concerning the work load and any special arrangements.
3. At least two days prior to the day families are scheduled to arrive, the Community Worker will accomplish the following by the way of preparation:
 - a. Obtain keys from Housing.
 - b. Secure checks for food allotment from Accounting.
(See Policy C103)
 - c. Prepare individual folders for each family to include the following:
 - (1) Orientation schedule.
 - (2) Copy of "Permission to Enter Home for Repairs."
 - (3) Status Quo.
 - (4) Map of Base.
 - (5) Student Handbook.
 - (6) Bus Schedule.
 - (7) Student Insurance Forms and Enrollment Forms.
 - (8) TV Schedule.
 - (9) Any other materials necessary for orientation.
 - d. Make a final check on homes to see that they are in a state of readiness to receive families:
 - (1) Check that garages are unlocked.

- (2) See that appliances and utilities are in working order.
 - (3) Check general condition of the house.
 - (4) If there is something that requires attention, a written report is to be submitted to Housing with a copy filed with Supervisor for Community Development and Recreation.
4. Notify the appropriate neighborhood Leaders and State Representatives of the MOWINDS Student Government of the families whose arrival is expected, by use of the MOWINDS mail boxes located in MCP 49.
5. At least one day prior to the arrival of new families, the Community Worker shall confer with Child Development to arrange for placement of children in infant care homes, nursery facilities and public schools.
6. One day prior to the scheduled arrival of new families, the Community Worker will attempt to ascertain any other information concerning the need for provisions of those commodities required for basic living, e.g., bedding, dishes, etc. Some supplies are on hand at MCP 49 and an inventory of these available and those checked out are available from the Community Worker in charge of home supplies.
7. As families arrive, the Community Worker shall:
 - a. Meet families at Tumpane Security and accompany them to the home or arrange for families to be met at bus or train depot when necessary.
 - b. In order to assist the family in getting acquainted with their new home, the Community Worker will:
 - (1) Give the families the keys to the house.
 - (2) Show them location of thermostat, appliances, furnace and other household items that will help them get acquainted with the facility.
 - (3) Perform such other tasks as will help the family get settled, as long as these are reasonable, e.g., it is not the Community Worker's job to unload a truck, but this may be part of the assistance he will render if the arrival is late at night.
 - (4) Deliver check for food allotment.
 - (5) Impart basic information about:
 - (a) Location of food stores and time base local store is open.
 - (b) Nearest emergency telephone.
 - (c) Where to report furnace and equipment malfunctions.
 - (d) Next day's schedule.
 - (e) Need to fill in insurance forms and relation to first pay period.
 - (f) Student Enrollment Record.
 - (g) Any other materials needed.

- (6) Such other assistance as may be required in light of special circumstances.
- (7) Secure transportation arrangements for first day of orientation.
- (8) Late Arrivals
 - a. States give students information on what to do in the event of an anticipated late (after normal working hours) arrivals.
 - (1) Students call directly to MCP 49 between the hours of 8 a.m. - 5 p.m.
 - (2) Students contact Tumpane Security after 5 p.m.
 - b. Tumpane Security or the student directly via calling MCP 49 during working hours will contact the Supervisor for Community Development and Recreation.
 - c. Supervisor will make disposition with reference to late arrivals.

Orientation BEGINS WEDNESDAY.

The Community Worker will act as guide through the entire orientation process. Continuity is assumed since the arrival and settling of a family is part of that process.

The first part of orientation is essentially a further acquaintance with the community and an introduction to those services required to meet the family's primary needs.

The Community Worker's first duty is to occupy the student's frame of reference, in so far as this is possible. He is to sensitively interpret the resources of the area and the Mountain-Plains Program as these pertain to the life of the family and thereby aid the family with initial adjustments.

The Community Worker will also complete certain administrative details as required.

Procedure: Wednesday (Sequence based upon orientation schedule)

- 1. All families will report to MCP 49 according to orientation schedule. Community Workers will arrange transportation for those unable to provide their own.
- 2. Child Development will meet with the families and assist in placing children in the appropriate child care agencies; this applies to those with infants and preschool children.

3. Families with children of elementary school age will enroll them in the North Star School.
4. Insurance and Child Development forms will be completed.
5. The Community Worker will impart the following:
 - a. Basic information about housing, e.g., work orders.
 - b. Bus and other transportation information.
 - c. Phone location and use of phone in MCP 49, including emergency phone system.
 - d. Vehicle registration and other necessary information regarding traffic regulations, parking, etc.
 - e. Role of the Community Worker.
 - f. Explain "Cash Advances Upon Arrival," (Policy C101).
 - g. Inform the student that relocation costs will be settled with Accounting on Thursday.
 - h. When to report to pay line on Friday.
6. Those families with U-Haul trucks or trailers will return vehicles to local representative by Wednesday noon if possible.
7. Families with children of Junior or Senior High age will enroll their children in local schools in Glasgow. This may be done in connection with the return of moving equipment and vehicles.
8. Families will be instructed to return to MCP 49 according to orientation schedule.
9. The Community Worker via the Receptionist/Secretary will notify Scheduling not later than Thursday Noon of all newly arrived families. This will enable Scheduling/Data Center to maintain an up-to-date listing of all families on center and provide needed information to Testing Center.
10. Completed Insurance and Student Enrollment Record forms will be delivered to the Insurance office and Accounting not later than Thursday Noon.
11. Child Development will explain their program and how it relates to the student's convenience and the training program at Mountain-Plains. The Community Instructor will introduce the staff from Child Development.
12. Base Tour will be conducted. Emphasis will be placed on those facilities relevant to the life needs and recreational/leisure time interest of students, e.g., Base Clinic, Store, Family Center, Post Office, etc. When possible, pre-arranged tours of facilities will be made.

13. Sometime during Thursday, the Community Worker will ask for and receive applications for "Cash Advances Upon Arrival," (Policy C101).
14. Orientation will continue until all scheduled activities are completed. (See attached schedules, attachment I).

SUBJECT: CAREER GUIDANCE ORIENTATION PROCEDURE

Office of Primary Responsibility: Career Guidance

Applicability: Policy and Procedure C117

On Monday of the second week on Center, Career Guidance Specialists discuss the following during orientation:

1. Introduction to Career Guidance.
2. Purpose of Career Guidance.
3. Specific contents and activities of Career Guidance Awareness and Exploration.
4. Group guidance.
5. World of Work and role-playing.
6. Explain purpose of GATB, OVIS, and MIQ tests in relation to career choice.

Immediately following orientation on Monday, students are directed to the Test Center in building 814 and are administered the General Aptitude Test Battery, the Ohio Vocational Interest Survey and the Minnesota Importance Questionnaire.

SUBJECT: REGISTRAR, ORIENTATION PROCEDURES

Office of Primary Responsibility: Registrar/Data Center/Scheduling/Student Advisor

Applicability: Policy and Procedures C101 through C117

1. The last segment of Orientation is the discussion of rules and policies by the Registrar and Student Advisor's office. During this orientation, the following items will be discussed in detail with the students.
 - a. Student Termination Policy. (Attachment 3.)
 - b. Student Leave Policy-copy of the policy to be given to each family. (Attachment 3.)
 - c. Student Agreement Procedure. (Attachment 4.)
 - d. Time Card/Schedule. (Attachment 5.)
 - e. Family Core Curriculum.
 - f. Veteran's Benefits.
 - g. Food Stamp Policies.
 - h. Procedures for Pay. (Pay Line)
 - i. Discuss the Buckley Amendment and obtain signatures by students verifying that they have had a briefing concerning the Buckley Amendment. (Attachment 7.)
 - j. The Registrar will either answer questions the student might have concerning the program or he will assist the student by contacting the concerned areas.

SUBJECT: PROCEDURES FOR FOOD STAMPS

Office of Primary Responsibility: Registrar/Student Personal Advisor/Data
Center/Scheduling/Controller

1. Families who wish to apply for Food Stamps should contact the Welfare Department for submission of their application.
2. The Representative of the Welfare Department has an office in Building 810, 2nd floor, and is available for applications every Wednesday morning and all day on the last Wednesday of the month.
3. Authorized students may purchase Food Stamps on Fridays in Building 816 from 4:00 p.m. to 6:00 p.m.

SUBJECT: PROCEDURES FOR PAY LINE

Office of Primary Responsibility: Accounting/Scheduling

Applicability: Policy and Procedure C106

1. Receive the regular pay line schedules from the Scheduling Aide.
2. Call names of the students who are listed for pay.
3. Receive the preceding week's schedule for the student. Students must sign their schedules to certify that they are correct.
4. Issue the following week's schedule to the student. He must present this new time card in order to receive his pay for the following week since the students are paid in advance.

FAMILY CORE CURRICULUM

SUBJECT: PROCEDURE FOR DISTRIBUTION OF COMPUTER INFORMATION

Office of Primary Responsibility: Registrar/Scheduling

The electronic data processed listing include the following:

- | | |
|--------------------------|----------|
| 1. Master Load List | 3 copies |
| 2. Instructor Class List | 2 copies |
| 3. Scheduling Changes | 1 copy |
| 4. Scheduling Proof | 1 copy |

One copy of all information is to be retained on file by the Scheduling Aide. The Instructor Class Lists must be separated and distributed to the following areas:

BLDG. 920

Automotive
Welding

BLDG. 810

3rd/Counseling
2nd/Career Guidance
2nd/Role Playing
2nd/World of Work
1st/Consumer Ed & Budget
1st/Home & Personal Improvement
1st/Health
1st/Parent Involvement
1st/Home Management
1st/Completion Act

BLDG. 822

Carpentry
Plumbing
Electronic Assembler
Electrical Wireman
Heating Systems
Refrigeration
Appliance Serviceman
Radio & TV

BLDG. 814

3rd/Math
2nd/Communication Skills
1st/Drafting
1st/Test Center

BLDG. 800

Marketing & Distribution
Office Education
Lodging

BLDG. 526

Aerobics

BLDG. 49

MOWINDS
Completion Act

DATA COMPILATION TECH.

Master Load List

Each area (Instructor will record any changes that occur during the week.¹ The lists will be collected at the end of the week by the Scheduling Aide.

¹ The Instructors will indicate if the student was present or absent. See Instructor Data reporting procedures for further details.

SUBJECT: PROCEDURES FOR FAMILY CORE CURRICULUM SCHEDULE

Office of Primary Responsibility: Registrar/Data Center/Scheduling

Applicability: Policies and Procedure C110 and C117

1. All students will be scheduled for the Family Core Curriculum. Their Core requirements course will begin the Tuesday following completion of Orientation.
 - a. Core Curriculum Class will be scheduled on a rotating basis. This is accomplished by using three different Group Scheduling sequences. (See Attachment 22.)

Hour	Mod**	Health	Parent Involvement	Home Management	Consumer Education	Career Guidance
9-10	B	Exit Activities	4th Week		Group 3	Group 1
10-11	C	4th Week	Group 2	Group 3		Group 1
11-12	D	Group 1	Group 3		4th Week	Group 2
1-2	E	Group 3	Group 1	4th Week	Activities	Group 2
2-3	F			Group 1	Group 2	Group 3
3-4	G	Exit	Budget	Group 2	Group 1	Group 3

20 Hrs.

20 Hrs.

20 Hrs.

20 Hrs.

30 Hrs.

** A & H Mods may be used for Math and Communication Skills

2. Orientation and Core Curriculum Pre-test.

Pre-tests from Math, Communication Skills, Health, Consumer Education etc., (Family Core Curriculum requirements) will be sent directly to the Data Monitor's Office. (Sample of Pre-test, Attachment 12). In accordance with procedures as outlined between the Data Monitor's Office and the Test Center. These pre-tests are to be available for use by the Student Advisors the Monday morning following the student's completion.

SUBJECT: THE INITIAL STUDENT PROFILE SUMMARY (EDUCATIONAL PLAN)

Office of Primary Responsibility: Registrar/Student Advisors

Applicability: Policy and Procedure C104 and C117

The first class day following orientation, the student family will meet with their Student Advisor. One of the purposes of this meeting is to establish rapport between the Advisor and the student family. Prior to seeing the family, the Advisor will review the student pre-center file and familiarize himself with the educational level of the family, number of children, past employment history, etc. It is the Advisors responsibility to have a general overview of the students history and prior life style. During this meeting, the student family and their Advisor will:

1. Discuss results of Family Core Curriculum pre-tests.
2. Discuss results of WRAT and CTBS Math and Communications
3. Discuss VA benefits (if applicable) and issue VA Forms to students.
4. Answer any questions the student might have concerning leave, schedules, etc.
5. Complete the Family Core Curriculum portion of the Student Profile Summary and enter all required information, as indicated on Attachment 6.
6. Review the Minnesota Satisfactoriness Scales and determine if the students require role-playing. If the percentile scale score totals is less than 25%, the Advisor should notify Career Guidance.
7. Enter in the Advisor log the date and reason the student was seen.

SUBJECT: PROCEDURES FOR VETERANS ADMINISTRATION

Office of Primary Responsibility: Registrar/Student Personal Advisor/Data Center/Scheduling

1. Veterans will be identified and will be asked to discuss their VA benefits with their Advisor on the first Monday of Family Core Curriculum, when initial plans are accomplished for their Family Core.
2. During the scheduled appointment, the Veteran will be given VA Form 22-1990, VA Pamphlet 20-67-1 and VA Pamphlet 20-67-1 Change 1. The Veteran will be requested to complete all areas of VA Form 22-1990 (Attachment 9) except Item #17. Item #17 will be completed by the Registrar when the Veteran has completed Career Guidance and an educational plan is written.
3. During the first appointment, it will be explained to the Veteran that his VA benefits will not become effective until he has completed Career Guidance.
4. The Veteran, after he has his plan written, will make an appointment to see the Registrar. The Registrar will review the student's plan, enter the appropriate information for the plan and the listing of approved VA courses at Mountain-Plains in Item #17 of VA Form 22-1990. The Veteran must have a copy of his DD Form 214, Marriage Certificate, Birth Certificate and Divorce papers, if applicable, to attach to the VA Form 22-1990.
5. After the application VA Form 22-1990 has been submitted, it takes about two weeks for the Veteran to receive a Certificate of Eligibility. (This certificate is mailed directly to the Veteran.)
6. Upon receipt of the Certificate of Eligibility, the Veteran must bring the Certificate to the Registrar and the Certification is signed and certified by the Registrar and mailed to the regional VA Office.
7. In approximately four to six weeks the Veteran should receive his first check and an IBM Card which indicates the next pay period. (These are sent directly to the Veteran. The Veteran must bring the IBM Card to the Data Center.
8. The Time and Attendance Clerk will check the individual's record, enter any absences on the IBM Card. After the information is annotated on the IBM Card, the Time and Attendance Clerk will have the Registrar certify the attendance listed on the Card. The Card is then mailed to the VA regional office.
9. The Time and Attendance Clerk will maintain an up-to-date roster of all

Veterans who have applied for VA benefits and those who have been certified for VA benefits.

10. The Time and Attendance Clerk will notify the VA regional office when a Veteran has exited Mountain-Plains.

11. The mailing address for the local VA regional office is:

Fort Harrison, Montana 59536

SUBJECT: PROCEDURES ON ABSENTEEISM

Office of Primary Responsibility: Registrar/Student Advisors/Data Center/
Scheduling

Applicability: Policy and Procedure C104

1. Sick and Medical.

- a. A daily roster will be maintained by the Scheduling Aide. The Scheduling Aide will enter all appropriate information on the Student Daily Absentee Roster.
- b. At the close of the week, a copy of the Student Daily Absentee Roster will be given to Student Accounting who will then monitor Student Time Cards for payroll information and will return to the Data Technician.

2. Incentive Leave.

- a. Upon receipt of a request for incentive leave (Attachment 10) from the student, the Advisor will check with Student Accounting to insure that there is not excessive absences or reasons which make the request invalid.
- b. If all documentation is correct, then the Advisor Aide has the Registrar sign the request, gives one copy to the individual, two copies to Accounting, one copy for the file. The copies of the request which is routed to Accounting, is their authorization to award the Student Family \$10.00 per day for each day of incentive leave granted.
- c. Upon final approval, the Advisor Aide will log the incentive time on the appropriate roster. (Attachment 11.)
- d. Incentive leave will be entered on the individual's schedule the week prior to programmed leave.

3. Emergency Leave.

- a. Emergency leave will be entered on the Student Daily Absentee Roster and scheduled areas will be notified.
- b. Verification is required for emergency leaves, programmatic time and extended leave time (Reference: Policy C104-Attachment 3). Verification will be obtained from the appropriate sources.

SUBJECT: VALIDATION OF FAMILY CORE CURRICULUM COURSES

Office of Primary Responsibility: Registrar/Data Center/Scheduling

1. Validation or deletion of FCC courses. When a student completes a course in FCC he/she is required to have his/her schedule adjusted. The following procedures apply only to those courses validated.
 - a. The student brings his/her time card schedule (attachment 5) Student Work Plan (attachment 12) and Student Progress Record (attachment 17) to the Scheduling Aide.
 - b. The Scheduling Aide will then delete the validated area and either place the student in Math Skills or Communication Skills depending on the levels of the student.
 - c. Upon validation of all FCC areas the scheduling aide will schedule the student for FCC Post-Testing at the Testing Center.
 - d. Upon validation of Career Guidance the student will hand carry LAP 19 of Career Guidance to the Scheduling Aide. At this time the student will be scheduled to take the pre-test for the occupational area which he/she has selected.
 - e. Upon completion of pre-test an appointment is arranged with the Student's advisor at which time the occupational portion of the Student Profile Summary is completed.

OCCUPATIONAL PROCEDURES

SUBJECT: NOTIFICATION OF OCCUPATIONAL CHOICE AND FORMALIZATION
OF EDUCATIONAL PLAN (STUDENT PROFILE SUMMARY)

Office of Primary Responsibility: Registrar/Career Guidance

Applicability: Policy and Procedures C110, C116 and C117

Upon the completion of Exploration, the student/students discuss with their Career Guidance Specialist the occupational program/programs they are interested in. The Career Guidance Specialist and student notify the Career Guidance Aide what occupational program/programs the student wishes to explore and appointments are made with the corresponding instructional staff.² Upon the completion of the exploration, the student discusses his/her experiences, observations, and feelings in regard to the occupational program/programs in which he/she has observed with the Career Guidance Specialist. It is at this time that basic reality testing occurs in which the student must compromise his/her career preference in deference to the reality of the occupational programs offered at Mountain-Plains. Upon finalization of a career choice the student hand carries a completed copy of LAP 19 to the Registrar's secretary for scheduling into pre-testing. Pre-test results are then hand carried by the student to the Data Monitor for scoring. An appointment is then made with the Student Advisor for completing the Student Profile Summary.

- I. The following items are completed on the Student's Profile Summary by the Student Advisor. (Attachment 6)
 - a. Date (5).
 - b. Long range goal (7).
 - c. Career choice at Mountain-Plains (8), DOT number (9), and Mountain-Plains number (10).
 - d. Career choice and support areas (11 s,t,u,v). (The Student Advisor will use the pre-test information as a basis for determining the estimated number of hours for fulfilling the requirements for the occupational area).
 - e. Indicate the date of entry. It will generally be the following Monday from the date the plan is written.
 - f. Estimated hours to complete occupational area.
 - g. Entry level of Math and Communication Skills under pre-test score.
 - h. Estimated number of hours and exit level required to validate in Math and Communication Skills.

² Spouses who do not elect to participate in an occupational area are to be coded as (88) Category B "line 11's of the Student Profile Summary".

- i. Enter the number of hours required for Completion Activities.
- j. Total the estimated number of hours for 11a through v.
- k. Enter the total numbers of 11a through v into item 12. Divide the total number of hours by 35 for "Head-Of-Household". The spouse may attend as many hours per week as is convenient for her, allowing for consecutive completion with Head-of-Household.
- l. Compute the total number of weeks per actual calendar date and enter into item 14.
- m. Read and discuss with the student, policies set forth in Item 15.
- n. After the policies have been discussed and questions answered, the student signs and dates the Student Profile Sheet. The Student Advisor will verify the Profile Summary via his/her signature.
- o. The Incentive Leave Plan will be discussed and the requirements for its being awarded will be established. One Incentive Leave will be awarded during a student's program stay, if earned, no sooner than the first six week review. (Attachment 3).
- p. The Student Advisor will draft a schedule including Occupational areas, Math and Communication Skills based upon the estimated date of the students completion of Family Core Curriculum.
- q. The draft schedule is forwarded to scheduling where it is batched for input to the computer.
- r. The distribution of the Student Profile Summary is:
 - 1. Student records (original).
 - 2. State Office.
 - 3. Student Copy.
 - 4. Occupational area.
 - 5. Career Guidance (FCC and Foundation Education scores only).

SUBJECT: SCHEDULING OF OCCUPATIONAL STUDENT PROFILE SUMMARY
AND AUDIT

Office of Primary Responsibility: Registrar/Scheduling/Data Center

1. After the student's career choice has been negotiated with his Career Guidance Specialist, and entered on the Student Profile Summary by his Advisor, the student will be given his/her copy of the plan and a schedule change which will be taken to the Scheduling Aide. The plan and pre-test will be disseminated to the following areas in the manner outlined below:
 - a. Data Disseminating Technician: Make necessary changes from plan to computer printout. Student is placed on six week review list. File the original Student Profile Summary for working file and disseminate others. (1 State, 1 Instructional Area).
 - b. Data Receiving Technician: Will check, file, log, and incorporate new material in file, and audit for completeness.
 - c. Advisor: Adjust students schedule for proper and timely completion.
2. Heads-of-Household and spouses who immediately elect an occupational area will have scheduling preference over those spouses who change their plan from Category B to an occupational area.
3. The student's name and occupational area will be entered on the six week review roster.
4. Student Profile Audit.
 - a. During the six week review the Advisor will monitor the student's progress according to up-to-date, accurate information, to determine that the student is on schedule.
 - b. The Data Receiving Technician will insure that the student's file is complete, up-to-date, and that the information is accurate for proper monitoring.

SUBJECT: CHANGES IN THE STUDENT PROFILE SUMMARY

Office of Primary Responsibility: Registrar/Data Center

Applicability: Policy and Procedures C110, C116 and C117

1. Any student who requests a Plan change once he/she is in an occupational area must comply with the following procedures:
 - a. Student will contact Advisor concerning plan change request.
 - b. At Advisor's discretion, an appointment will be made for the student with his Career Guidance Specialist.
 - c. By mutual agreement, the student will explore an occupational area.
 - d. Career Guidance approval is acknowledged by receipt of LAP 19.
 - e. Schedule Change Log (Attachment 13) is completed and the student obtains necessary signatures.
 - f. A pre-test must be given by the gaining occupational area and a post-test must be given by the losing occupational area.
 - g. Advisor will write revised Student Profile Summary (Plan):
2. Student Completion of Career Step
 - a. In order to accomplish the Occupation Preparation requirements for program completion, a student must complete that career ladder step to which he/she commits as part of his/her initial plan, or must complete a higher step. Achievement of a step lower than the one initially chosen will not qualify the program completion except that:
 - (1) The student may adjust his/her career ladder step downward during the first 30 calendar days after beginning an Occupational Preparation area.
 - b. In no case may change to a lower career ladder step be approved for Head-of-Household at less than 30 days to the new completion date.
 - (1) Completion at a lower step will be approved when mutually agreed upon by the Senior Instructor of the area, the Advisor, Career Guidance Specialist, and Registrar.
 - c. There will be no plan changes after 1 month without the approval of the Registrar. (See Statement on Student Profile Summary).
3. Any spouse who elects to change from "Category B" to an occupational area

must be re-scheduled for Career Guidance and complete the requirements as outlined under paragraph 1 of Plan Making Function (Student Profile Summary). Spouses normally will not be allowed to enter an occupational area if period of completing extends beyond that of the Head-of-Household after they have been at Mountain-Plains for a period in excess of four months.

SUBJECT: PROCEDURAL DESCRIPTION OF STUDENT REVIEW PROCEDURES

Office of Primary Responsibility: Registrar/Scheduling/Data Center

Applicability: Policy and Procedures

1. The Data Center will:

- a. Upon completion of the Student Profile Summary (formal selection of an occupational career area) the Data Technician will assign a review number to each family and input this information for computer printing.
- b. The Data Technician will keep an updated card file of all students on six week reviews by six week review number.
- c. Distribute the Development/Employability Trait Form (DET-Attachment 1) to the instructors for occupational preparation, support areas, and Foundation Education two weeks prior to the student's scheduled review date.
- d. Foundation Education, the occupational preparation areas, and the support areas instructors will return the DET Form on the date specified on the form.
- e. All Students will be scheduled for the initial six week review and each subsequent six week review while in an occupational area.
- f. The Data Technician will give the Data Monitor and the Advisor Aide a list of all DET's sent out to the instructors so the Advisor Aide can make six week review appointments.

2. The Advisor Aide will:

- a. Make six week review appointments and fill out appointment slips for each student family that will be reviewed the following week and gives them to the Scheduling Aide.

3. The Scheduling Aide will:

- a. Schedule student families to see their Student Advisor the following week and staple the appointment slips on the student time card/schedule.

4. Instructional Staff will:

- a. Upon receiving the Development/Employability Trait Form (DET) from the Data Center, the instructional staff will check all employability traits.

- b. Prior to sending the DET to the Data Monitor, Instructional Staff will attach the Student Work Plan (SWP) which will be used to monitor the student's progress in his respective program. (Exception: Math and Communication Skills will send an updated pre-test form indicating students' current level.)
 - c. The Instructional Staff will return the DET form no later than the date indicated in the "return the form by" blank to the Data Monitor.
5. The Data Center will:
- a. Compute the student recorded hours and student progress hours.
 - b. Input the updated hours to the computer center in Butte to be key-punched and run.
 - c. Place the DET form and SWP in the student's "working" file.
 - d. Send copies of the DET form to Career Guidance and Counseling.
 - e. Audit the updated six week review printouts and distribute to the Advisor Aide for inclusion into the "working" file for distribution to the Student Advisors.
6. The Student Advisor will:
- a. Upon assimilation of all DET's and the computer printout, the student family is seen for their regular six week review with their Student Advisor. This information is then shared and interpreted constructively to the student, so that they might obtain some valuable feedback about themselves as perceived by others. An honest, yet professional appraisal of their performance in the program is discussed. Hopefully, the student will perceive the encounter in its intended positive light and attempt to make any necessary adjustments if indicated. Assure that attention is given to balance the completion of the Head-of-Household and spouse, as well as the balance of Math and Communication Skills. (Attachment 28).

Referral DET's are those sent in between the six week review. All referral DET's are sent directly to the Registrar in Building 810. Types of referral DET's should be sent only after instructors have worked with the students in the areas and no progress is being made. All DET's will then be forwarded to:

- (a) Counselor
- (b) Career Guidance
- (c) Student Advisor
- (d) Other required areas

Examples of referral DET forms would be:

(1) SAFETY

When a student continually ignores safety practices within an occupational area and does not improve after counseling by the Instructor, then a special DET form should be sent to the Registrar who in turn will send a copy to the Advisor and Safety Committee Chairman. If it is deemed necessary, a conference will be set up with the Safety Committee Chairman.

(2) OVERWEIGHT PROBLEMS

If Instructors feel that overweight students in their occupational areas will have problems in obtaining or keeping a job, a special DET form should be sent to the Registrar who will in turn send a copy to the Advisor and Health Services. They will arrange an appointment for the student with PRI to have a physical and to receive a diet from the doctor.

(3) HEALTH AND NUTRITION

Health and nutrition problems noted within an area at Mountain-Plains should be brought to the attention of the Registrar by use of the DET. The DET form will be sent to the Registrar who in turn will send copies to the Senior Instructor of the originating area, to the Advisor, and Family Core Curriculum area who will in turn follow-up on the problem. (See Attachment 31).

(4) DRESS AND GROOMING

Problems dealing with dress and grooming should be dealt with by the Instructor in each area. If this fails, a special DET form should be sent to the Registrar who in turn will determine if the student needs to be scheduled for appointment with Home Management to aid in dress and grooming practices. If the student is close to or in the 90 day exit pattern, Career Guidance will also become involved during their portion of World at Work.

(5) COUNSELING

A special DET should be sent to the Registrar who in turn will send the DET to the advisor, Counseling Staff member involved with the family and a schedule will be set up for the individual to have special counseling when it is deemed necessary. Telephone the student's Counselor in emergency situations and follow the call with the DET to the Registrar.

(6) ROLE-PLAYING

When an Instructor observes continued behavior or attitudinal problems that he perceives as being directly detrimental to a student's future employability, and he is unable to impact himself, he or she may want to refer the student to Role-playing.

The special DET should be sent to the Registrar stating the student's specific observable behaviors and what changes of behaviors should be impacted according to the differing needs of a particular occupation.

(7) CAREER GUIDANCE

When an instructor feels that students have made an inappropriate career choice, a special DET should be sent to the Registrar who in turn will send a copy to Career Guidance and the Student Advisor at which time the student will be scheduled to go over the plan that he/she is presently in and look at a new career choice. This is to occur only during the first month a student is in an area.

(8) TARDINESS

Constant tardiness should be noted on a special DET form forwarded to the Registrar who in turn will send a copy to Counseling as well as to the Advisor who will take appropriate action to see if tardiness cannot be remedied before excessive absenteeism occurs.

(9) CHILD ABUSE

If any staff has a well-founded reason to suspect that there is possible child abuse and/or neglect affecting the children of students, a special DET will be sent to the Registrar who will forward a copy to Early Childhood. The willful neglect or abuse of a child is in violation of Montana statute RCM 10-902 and dependent upon the severity of the situation, the Montana State Social Service Agency may need to be called in. (Attachment 30).

(10) UNSANITARY CONDITIONS

In the event that a staff member becomes aware of extremely unsanitary conditions or the infestation of unsavory vermin, a special DET describing such conditions will be sent to the Registrar who will forward a copy to Family Core Curriculum and to the Supervisor of Community Workers. The presence of such unhealthy conditions is in violation of the signed housing lease, and the student involved must be made aware of the necessity to correct such discrepancies.

(11) OTHER

Other special or referral DET's should be sent directly to the Registrar, who will send them to the areas that he feels should be working on that particular problem.

Any area receiving special or referral DET forms from the instructional area or Advisor will send a speed memo to the originator indicating the type of assistance or prescription being utilized with each student. A copy also sent to the Registrar.

SUBJECT: PROCEDURES FOR INCENTIVE LEAVE

Office of Primary Responsibility: Registrar/Student Advisor

Applicability: Policy 104

Incentive Leave

Incentive Leave is granted only to those students who have shown, by meeting the following conditions, that they are progressing in all aspects of the program in a manner which deserves special recognition. A maximum of 2 days Incentive Leave may be awarded to each student family.

1. Incentive Leave may be awarded to those deserving students after both the Head-of-Household and spouse have successfully completed the Family Core Curricula and the Head-of-Household has been in his/her occupational area for a minimum of 6 weeks. Two days of Incentive Leave will be granted to those students meeting the criteria and these two days may be awarded either upon:
 - a. meeting with the Student Advisor during the first 6 week review;
 - b. in conjunction with a job interview trip which has been established by Mountain-Plains;
 - c. they may be paid the equivalent in cash upon successful program completion.
2. Incentive Leave is paid time over and above normal leave and in addition each student family who is awarded Incentive Leave receives \$10 extra per day of Incentive Leave reward. Incentive Leave will be awarded based upon the Head-of-Household meeting the below listed criteria:
 - a. Students may not have more than one hour of unexcused absences during the Incentive Leave period. (An Incentive Leave period is 6 weeks after entering an occupational area.)
 - b. DET reports as well as Team Conference action will be taken into consideration prior to approval of Incentive Leave.
 - c. Incident reports may, in some case, nullify the awarding of Incentive Leave.
 - d. Recommendations from instructional areas in regard to awarding Incentive Leave will be considered prior to awarding Incentive Leave.
 - e. Incentive Leave will not be granted when the student is within

the 22 class day completion mode, except leave in conjunction with approved Mountain-Plains job interview trips.

- f. When the Head-of-Household's progress is satisfactory for the occupational area (as computed by student recorded hours, student progress hours, and student attendance hours).
3. When the occupational plan is written, the Advisor will explain and discuss with the student the criteria and conditions for Incentive Leave.
4. If the Advisor does not approve the Incentive Leave request, documentation to the nature of the denial will be forwarded to the student's file.
5. If the student fails to meet the criteria for Incentive Leave during the first 6 weeks, he or she is eligible for reconsideration during each succeeding 6 week period.
6. Application for Incentive Leave may be completed during the 6 week review; however, enough lead time must be given so that the Incentive Leave request may be processed and the approval of Incentive Leave occurs five (5) working days prior to the time period requested by the student for Incentive Leave. An approved copy will be submitted to Accounting five (5) days prior to the beginning date of the Incentive Leave.
7. The Registrar has final approval or disapproval of all Incentive Leaves.

SUBJECT: WORLD OF WORK GROUP II (ROLE PLAYING)

Office of Primary Responsibility: Registrar/Student Advisor/Scheduling/Data Center

Applicability: Policy and Procedures C112 and C117

The following is the procedure for scheduling students into Group II of World of Work:

1. When a student exhibits dysfunctional attitudinal behaviors, a special DET will be initiated by instructional staff.
2. The special DET will be forwarded to the Registrar, who will disseminate copies to the Student Advisors and Occupational Development Specialists.
3. Occupational Development Specialists will notify the Scheduling Aide for placement of the student into a role-playing group.
4. If the student's percentiles of scale score totals on the Minnesota Satisfactoriness Scale is less than 25%, the Student Advisor will notify Career Guidance.

COMPLETION
AND
EXIT MODE

SUBJECT: STUDENT FLOW-THROUGH PROCEDURE FOR COMPLETION -
22 CLASS DAYS

Office of Primary Responsibility: Registrar/Student Advisors/Data Center

Applicability: Policy C116

1. Six week reviews will occur up until the student reaches a balance of approximately 490 performance hours in their programs. As part of the six week review cycle, when the student reaches the appropriate point in their progression they will be taken off of the six week review list and put on a completion review list.
2. Students will be called in for a special review with the advisors when they reach a balance of 280 performance hours. Based on last six week review (above) a special review data approximating the time the student will reach 280 hour balance. Special SWP's and DET's will be called for at this time. They will be noted as special reports and the Registrar's office will list the budgeted hours, attended hours and balance of hours remaining in the program on every special DET.
3. The Data Technician will fill out completion calendars on the students before the advisors review the students. The completion calendar is prepared to cover the remainder of the student's program at Mountain-Plains. The calendar will indicate the exact number of hours, by area, the student will be scheduled to complete. Remaining budgeted hours will be factored plus or minus depending on the progress ratio also absenteeism and holidays will be considered when figuring the remaining scheduled time to complete. The 22nd class day and/or 154 scheduled hours from completion will be flagged on the calendar. A copy of the calendar will be sent to Scheduling, Advisors, Placement, Counseling, the student and to the instructional areas.
4. Any deviations in the student's performance between the 40th class day and/or 280 scheduled hours and the flagged date (22nd class day) must be adjusted. The Instructors must notify the Advisors regarding any noted discrepancies from the completion calendar. It will be the responsibility of the Advisor to make any changes deemed appropriate. Upon reaching the 22nd class day remaining on the completion calendar the Data Processing Supervisor will notify placement of the firm completion date.
5. All schedules are locked in at the beginning of the 22nd class day period. Exceptions to the completion schedule allowed by the advisors, resulting in changes in the exit date, must be documented by the advisors and mutually agreed upon with the placement officer, who in turn will communicate any changes to the state coordinators.

6. The 90-60-30 day alert will no longer be utilized, however, in the case of exceptional students, the instructors will be expected to notify the student's advisors of the name of exceptional students who are progressing more quickly than the program's average and who may be expected to complete in less than 90 days after entering the occupational area.

SUBJECT: SCHEDULING STUDENTS FOR WORLD OF WORK GROUP I

Office of Primary Responsibility: Registrar/Student Advisor/Scheduling/Data Center

Applicability: Policy and Procedures C116

The following is the procedure for scheduling students into Group I of World of Work:

1. When a student reaches a balance of 280 remaining performance hours, a Completion Calendar will be prepared indicating the number of hours and the week that the student is to be scheduled for World of Work.
2. The Scheduling Aide will monitor the student's calendar and schedule the student for World of Work during the week indicated on the Completion Calendar.
3. If, upon enrollment in World of Work, Career Guidance deems that additional time is required for the student to complete World of Work, it is Career Guidance's responsibility to coordinate with the appropriate Student Advisor any additional time required. Only under extreme circumstances will exceptions lengthening a student's stay be granted after the student has reached his 22nd class day prior to program completion. If an exception is in order, then the procedures as set forth in paragraph 5 of the Student Flow-Through Manual, for completion, must be followed.
4. Spouses may elect to enter World of Work immediately upon completion of an occupational area or they may elect to enter World of Work during the same time frame as the Head-of-Household. This is only applicable to the spouses completing prior to the Head-of-Household. In those instances, where the spouse's completion date is simultaneous with that of the Head-of-Household, then the guidelines as set forth in paragraph 1 through 3 of this procedure, will apply.

SUBJECT: PROCEDURE FOR TRANSCRIPTS

Office of Primary Responsibility: Registrar/Data Center/Scheduling

Applicability: Policy and Procedures C116

1. A request for a student transcript of record will be submitted by the World of Work Guidance Specialist to the Advisor Aide on a "Request for Transcript" form (Attachment 23).
2. After the transcript (Attachment 29) has been typed, it will be signed by the Registrar and copies of the transcript made for the student files. The Advisor Aide will maintain a log of when the transcript is forwarded to the Placement office.
3. Placement will copy the original transcript for the "State Placement Package". The original of the transcript will be held and given to the students when they depart Mountain-Plains.

SUBJECT: PLACEMENT MOD ACTIVITY SEQUENCE

Office of Primary Responsibility: Placement

Applicability: Policy and Procedures C116

Activity

Schedule Change:

The Student reports to Data to confirm a Schedule change to Placement.

Utilization of Placement Mod:

This mod is utilized for Student Job interview trips and preparation for dislocation. The Student is requested to report to the Student Placement Office at least once a day unless other specific arrangements are made.

Placement Mod Time-Frame:

Students complete the job interview trip, return to Center and prepare for Dislocation no later than 10 class days following their date of Completion. Any extension to this time-frame must be approved by the Executive Director or Deputy Director.

Job Interview Trip:

Process the Interview Clearance to notify the the Student Accounting Department and the Community Instructors of the interview trip schedule.

Efforts are directed to coordinate the student job interview trip with the Student's Date of Completion in the occupational training area. Interview trips usually range in duration from 3-5 days plus travel time.

Exit Procedure:

Process the Exit Confirmation to notify the Student Accounting Department and the Community Instructors of the specific date for Student dislocation.

Time Line

Date of Completion in occupational area.

Date of Completion until Exit.

Date of Completion plus ten class days.

Immediately after receiving notification from the State Office regarding specific interview dates.

Immediately following the Date of Completion.

At the earliest possible date that a specific Exit date and dislocation destination is known.

The Student reports to the Student Placement Office to pick up copies of his resume and transcript and to receive information updates from the selected State of Relocation.

Date of Exit.

The Student also receives his Certificate of Completion.

Date of Exit.

SUBJECT: STUDENT RESIGNATION PROCEDURE

Office of Primary Responsibility: Placement Office/Registrar/Counseling/
Career Guidance

Applicability: Policy and Procedures

The following is a description of the activities that should occur during the Resignation Mode. Areas of responsibility have been identified in order to insure that all staff are aware of the procedures. Internal procedures for Counseling, Career Guidance, Community Instructor, Instructors and Accounting are not detailed as they are determined by the individual departments. The areas of responsibility listed below are those which affect the entire Student Resignation System.

Advisor Career Guidance Specialist

Discusses problem with the student, initiates and has student complete "Reason for Resignation" form (Attachment 26). Gathers reactions by telephone from all staff on the student's schedule other than the Counselor; forwards a report to Counseling and Career Guidance.

Counseling and Career Guidance

Discusses problem with student utilizing information from Advisor's report and may convene a Case Conference. If student still wishes to resign, the counselor signs the "Reason for Resignation" form (Attachment 26), and prepares a separate report as to reasons. (This may be the Team Conference Report.)

Advisor

Initiates "Application for Resignation" and maintains the last as a suspense copy (Attachment 27). The student hand carries the "Application for Resignation" to all areas concerned and obtains appropriate signatures. (This will give instructors an opportunity to talk with the individual.)

Advisor and Placement Officer

After the student has obtained all of the required signatures on the "Application for Resignation" and the Advisor insures that all areas have acknowledged the "Application for Resignation" with their signatures; the Placement Officer informs the states by telephone that the family is resigning and provides them the effective date of their resignation.

Placement Officer

Notifies Community Instructor and Housing, via an Exit Confirmation Alert, of

the name and date of departure of the family.

Community Worker

Makes transportation arrangements (if required); initiates "Student Termination Form" (Attachment 4).

Advisor

Forwards the original and one copy of the "Application for Resignation Report" (Attachment 3) and the "Reason for Resignation" to the Registrar. (A Special Schedule is prepared, see item 10. A copy of the "Reason for Resignation" is forwarded to the Director and the Director of Research).

Registrar

Completes the required information in the appropriate blocks; signs Exit Confirmation which is sent to Accounting; insures that information required for monthly report on departing families is annotated to include the required information.

Scheduling

A Special Schedule is prepared for the individual and may be signed only by Community Instructors, Counseling, Career Guidance, Placement, Accounting, and Student Advisors during the interim period. This schedule is prepared after the Placement Officer notifies the Data Center that the family is resigning (see item 8).

Accounting

Accounting prepares the necessary vouchers and payroll information (see Attachment 5).

SUBJECT: ADMINISTRATIVE EXITS

Office of Primary Responsibility: Deputy Director/Registrar/Placement/
Community Instructor

Applicability: Policy and Procedures

The following is a description of the activities that should occur during the Administrative Exit Mode. Areas of responsibility have been identified in order to insure that all staff are aware of the procedures.

1. Director/Deputy Director: Upon rendering the decision that a student is to be Administratively Exited the Deputy Director will send a copy of his decision to the student, and a copy to the Registrar's Office. The time that the student is involved in the Exit Procedures may either be paid or unpaid depending upon the decision of the Deputy Director as outlined in his letter to the student.
2. Placement: Upon notification from the Registrar, the Placement Office will contact the student and he will initiate the Exit Confirmation Form. All Administrative Exits should be completed within five (5) working days.
3. Community Workers follow procedures outlined under "Moving arrangements for student families in the process of Dislocation."
4. The student will obtain the required signatures on the Termination Form and must present the completed form to Accounting for final pay.
5. All Administratively Exited families are considered Category "D" families.

SUBJECT: PROCEDURES ON REPORTING OF DESERTIONS

Office of Primary Responsibility: Deputy Director/Registrar

Applicability: Policy and Procedures

Reference Policy Number C102, paragraph 3 d. "Any consecutive unexcused absence of 24 hours will be considered Program Desertion and cause for Program exit without Review Board action."

1. Any staff member having knowledge of a family which falls into the above listed category will notify the Registrar in writing of the possible desertion.
2. The Registrar will investigate the circumstances and will determine if desertion has occurred; this shall include contact with the state of origin. Final determination of desertion shall be made by the Registrar in conference with the Deputy Director.
3. If it is deemed that the family has deserted, the Registrar will notify in writing:
 - a. Community Instructor who will:
 - (1) Crate/box any personal belongings left in the individual's house. (This is to be accomplished in conjunction with Housing.)
 - (2) Initiate "Student Termination Form" and contact all areas concerned.
 - (3) Submit the completed copies of the Student Termination form to the Registrar. Completion of the Student Termination form will be accomplished within five (5) working days of the notification date.
 - (4) Request that all areas indicate on the Termination form any property which the individual had checked out and is missing.
 - b. Registrar's Office will:
 - (1) Notify state of origin that the family has been deemed as deserters.
 - (2) Notify all instructional areas concerned, Insurance, and Accounting.
 - (3) Notify Housing Office and Property Control.
 - (a) After the personal belongings have been packed, the Community Instructors will notify Housing, who will

in turn place the individual's personal property in the Warehouse.

- (b) Property Control will take the necessary action to contact the local authorities concerning property which has been determined as stolen by the individual.
- (4) Registrar will distribute completed copies of Letter of Desertion to: Accounting, Property Control, Placement, Student Records, Research, Executive Director, Deputy Director, States, Support Services, Counseling, Career Guidance, etc.
- (5) All families considered as Program Deserters are considered Category "D" families.

SUBJECT: PROCEDURES FOR EXIT ORIENTATION

Office of Primary Responsibility: Community Workers

Applicability: Policy and Procedures C108 and C116

EXIT ORIENTATION-First Session

1. Introductions-Community Worker will:
 - a. Introduce students and officials.
 - b. Explain Exit Orientation
 - (1) First Session-Procedures for Exit
 - (2) Second Session-Look at various personal responses to or possible areas of difficulty in moving and re-entry into community.
 - c. Arrangements for baby sitters for Exit Orientation at Building 43 must be made in advance.
2. If other officials are present-they will proceed with their presentation as follows:
 - a. Placement Officer's presentation. (See Attachment.)
3. If other officials are not present:
 - a. Instruct students to check in with Advisor to insure that all requirements for completion have been met.
 - b. Instruct students to make certain they are scheduled for:
 - (1) World of Work
 - (2) Health and Consumer Education Tests
 - (3) Counseling Tests (30days)
 - (4) Exit Orientation (2nd floor) to follow this one.
 - c. Instruct students to check in as soon as possible with Placement Officer, Building 810, 2nd floor, to make interview plans and discuss employment goals.
 - d. Placement will give the pink and yellow copies of "Exit Confirmation Alert" forms and they will check in immediately with Community Worker, MCP 49.

4. Exit Arrangements-Community Worker will make presentation to include the following:

- a. Statement that exit arrangements for moving begin with arrangements for interview trip.
- b. Termination form:
 - (1) Form will be shown but not distributed.
 - (2) Students will be directed to the insurance office for information.
 - (3) Various times for specific sign-offs noted.
 - (4) Order of signing explained.
 - (5) Caution to process forms early after exit category is settled will be given.
- c. Housing Procedures-Worker will explain:
 - (1) Equipment to return and what is not to be returned.
 - (2) Financial responsibility-negligence, loss and damage vs. attrition of normal use.
- d. Moving arrangements-Worker will explain:
 - (1) Rule of thumb-the way in is the way out.
 - (2) Different mode of moving must be justified.
 - (3) Money available depends on contract and category.
- e. Accounting-Worker will explain:
 - (1) Dislocation: Money for U-Haul may be picked up a day in advance of exit. Other check for wages due, etc., will be upon leaving.
 - (2) Friday and Monday exits are discouraged.
 - (a) Friday-if do leave must get final check prior to 1:00 P.M. and this means all other forms must be completed prior to this time.
 - (b) Monday-very few exceptions. Why? People have left on weekends owing Mountain-Plains equipment or money; and this means keeping U-Haul two days which costs extra money. Exceptions where it is an absolute must be determined by Placement Officer.

5. Any Additional Questions?

6. Community Worker will administer Questionnaire for Community Development/Recreation evaluation purposes.
7. Explain Wednesday and announce some of the themes which other groups have discussed. For example:
 - a. Husband and wife needs and concerns as mutually important.
 - b. Needs of children during move.
 - c. Normal and natural fears of exit and re-entry.
 - d. Returning to a place where one has had a history of failures.
 - e. Returning to a place where relatives are present.
 - f. Husband and wife agreements and disagreements on place to relocate.

Stress that groups will determine its own themes and open and free discussion is encouraged; possible role-playing if worker deems appropriate.

EXIT ORIENTATION-Second Session

1. Community Worker will lead a discussion or possibly employ role-playing techniques as group announces theme or themes with which it wants to work.
2. Focus of this session is on group process.
3. Program evaluations, pro or con, are appropriate as an expression of the termination process, as a pre-enactment but the worker must take care that the session clearly focuses upon termination and re-entry.
4. The group need not adhere to themes suggested in Session 1. The group will carry its own business.

SUBJECT: MOVING ARRANGEMENTS FOR STUDENT FAMILIES IN THE PROCESS
OF DISLOCATION

Office of Primary Responsibility: Community Worker

Applicability: Policy and Procedure C108

Interview:

The Student Placement Officer will request the departing family to check in with the Community Development Aide at reception desk in MCP 49 upon completing plans for interviews or, when other exit modes are involved, immediately after such plans are made. The Secretary-Receptionist will notify the particular Community Worker or alternate assigned to the family.

Students will be scheduled to meet with a Community Worker. The interview will cover the following:

1. Exact route to be traveled and/or other transportation arrangements.
2. Number of people going.
3. Arrange and schedule housing inspection. (Attachment 33)
4. Estimate equipment needed using "Moving Guide" or investigate other arrangements for moving household goods as required.
5. Insure that student is knowledgeable concerning financial arrangements.
6. Issue Student Termination form and Inspection of MCP Housing Upon Lease Termination form.
7. See if transportation is required for interview trips and make any necessary arrangements.
8. See if any other assistance is required.

Mileage Calculation:

Compute accurately the miles to be traversed including the following:

1. Miles from Glasgow to point of dislocation.
2. 40 miles (round trip) from Glasgow to Glasgow Air Force Base.

- a. 20 miles for through-town mileage and any minor error in computation.
- b. 5 additional miles for every 100 miles over 500.

- 3. Additional mileage If equipment must be returned to other than point of dislocation.

The publication Mileage Computation, compiled by our office will be used to compute mileage.

Arrangements:

Arrangements for equipment, rental or moving, will be made with an appropriate rental company or agency. Specify the mileage as computed and give all other pertinent information to supplier.

Completion:

On day of departure, make sure that all arrangements have been executed to everyone's satisfaction.

MISCELLANEOUS PROCEDURES

SUBJECT: DIVORCE OR LEGAL SEPARATION

Office of Primary Responsibility: Registrar/Deputy Director

Applicability: Policy C115

Policy Number C115, "Any student family which experiences a divorce or legal separation, or in which either spouse absents himself or herself from residence in the program, shall be exited. Exceptions to this policy may be considered through appeal to the Deputy Director."

1. Any staff member having knowledge of a family which falls into the above listed category will notify the Registrar in writing.
2. The Registrar shall investigate the circumstances and determine if spouse desertion has occurred.
3. The Registrar shall notify in writing Counseling, if notification was not initiated by that department, and the Deputy Director.
 - a. Permit the student a pre-determined period of time to effect a reconciliation, subject to administrative exit.
 - b. Act upon a written appeal permitting the student to complete the program.
4. The Deputy Director will determine through staff input the circumstances of spouse desertion. The Deputy Director may:
 - a. Concur or deny recommendation of the Registrar's Office.
 - b. Effect an immediate administrative exit.

SUBJECT: PROCEDURES FOR HEAD-OF-HOUSEHOLD CHANGE

Office of Primary Responsibility: Registrar/Data Center/Scheduling

Applicability: Policy and Procedure C104, C112, C115, C117

Temporary:

Temporary Head-of-Household changes are for convenience purposes when, for some valid reason, the original Head-of-Household is unable to execute Head-of-Household responsibilities.

Procedure:

- a. The Head-of-Household contacts the Registrar and prepares a written explanation of the reason/need for a temporary change.
- b. The Registrar evaluates the request, making any necessary inquiries and grants or denies as per his judgment regarding the validity of the request. (Coordinate with Deputy Director). He then notifies Accounting, Career Guidance, and Counseling of change.

Permanent:

When a family, for any reason whatsoever, wished to permanently change designation of Head-of-Household:

Procedure:

- a. A written request from the family should be completed by the family.
- b. The Counselor and Career Guidance Specialist will transmit the request with their recommendations to the Registrar.
- c. The Registrar will review the request and recommendations, seek any needed additional input, and decide to grant or deny the change request. (Coordinate with Deputy Director). He then notifies Accounting, Career Guidance, and Counseling of change.

SUBJECT: PROCEDURES FOR ADDING MEMBERS TO THE HOUSEHOLD

Office of Primary Responsibility: Registrar/Administrative Assistant of State
Operations/Deputy Director

Applicability: Policy C117 and Management Council minutes dated April 8, 1975

1. "Unauthorized Family Members-All authorized family members entering the Mountain-Plains Program are listed on the Relocation Form. Any staff interested in checking that point may refer to the Relocation Form. The Deputy Director is the only person authorized to make exceptions to this list. State Staff do not make exceptions and always advise the families to request permission for additional family members after they arrive at Mountain-Plains. There is a maximum two week period for visitors." Management Council minutes, April 8, 1975.
2. When a student family is interested in adding members to their household, they are to request the addition in writing to the Registrar, along with reasons for the individuals relocating to Glasgow Air Force Base.
3. The Registrar will review the request and forward the request, along with his comments and if applicable, comments from the Student Advisor and Counselor, to the Administrative Assistant of State Operations and the Deputy Director.
4. The Administrative Assistant of State Operations will review the request and forward his comments and recommendations to the Deputy Director who will either approve or deny the request.
5. The Deputy Director will inform the Administrative Assistant for State Operations and the Registrar of his decision.
6. The Registrar will contact the family and convey the decision of the Deputy Director.
7. In some cases, members of a family are listed on the application but are not allowed to travel at the time the family is relocated to Mountain-Plains. The Registrar will determine what type of verification is needed by the family in order that the dependent may be accepted, i.e., medical release, court release, etc.
8. There is a maximum two week period for visitors, any extended period of stay must be processed through the Registrar's office and approved by the Deputy Director.

SUBJECT: PROCEDURE FOR DEALING WITH MINOR DISCIPLINARY PROBLEMS

Office of Primary Responsibility: Registrar/Student Advisors

Applicability: Policy C112

In those cases where the conduct of a student is such that he/she is a disruptive influence in a classroom, but the actions of the student are not severe enough to suspend the student, in accordance with Policy C112 8a, the instructor may request that the Registrar talk with the student immediately. A DET or memo must be submitted to the Registrar indicating the problem.

The Registrar will inform the student of the policies governing student conduct; Refer the student to Counseling; call a Team Conference; suspend the student in accordance with Policy C112; place student on Executive Contract (must be coordinated with the Deputy Director).

The Registrar will notify referral source of action taken.

SUBJECT: LAW ENFORCEMENT INCIDENT REPORTS

Office of Primary Responsibility: Executive Director/Registrar

Applicability: Policy and Procedure C112

Management Council approved the following procedure on January 6, 1975, through number 6 as listed below. On March 3, 1975, Management Council further clarified the procedure (Item H as listed on next page).

Procedure for routing and reacting to Law Enforcement Incident Reports.

Mountain-Plains receives from Base Law Enforcement copies of Incident Reports on Mountain-Plains students as a professional courtesy. We are required to treat these reports in a confidential manner and in the case of reports on juveniles are legally bound to do so. Our purpose in receiving these Incident Reports is to provide assistance to the students named in alleviating their problems.

Our procedure for routing and responding to these reports is as follows:

1. The reports are delivered personally to the Executive Director.
2. The reports are then marked Confidential. The Executive Director notes on a routing slip those Management Council members within Building 816 who should be aware of and react to these reports.
3. The Executive Secretary then makes one copy of the report and sends that copy to the Registrar. The original is routed within Building 816 and then filed in the Student File kept in the Executive Offices.
4. The copy which goes to the Registrar's Office is used by the Student Advisors in referring the students named to those areas which can best assist the student in alleviating their problems. These referrals are done by telephone or in person; the copy of the Incident Report sent to the Registrar is not to be copied or circulated further but is to be filed in the Data Monitor's Office.
5. For both the Incident Report circulated within Building 816 and the copy sent to the Registrar's Office an action report is required to the Executive Director stating what action, if any, has been taken with the student named and what further action will be taken. Some Incident Reports will not require action.
6. The contents of the Incident Reports are to be held in strictest confidence

other than the communications mentioned above.

H. Incident Reports

The Incident Reports are confidential. Mr. Robison of the Registrar's Office will insure that Counselors will be advised verbally if there is a problem. Once the reports are placed in a confidential file, only Mr. Perryman, Dr. Flores or Mr. Robison are authorized to call for the reports.

SUBJECT: PROCEDURES FOR DEALING WITH STUDENTS WHO ARE INCARCERATED

Office of Primary Responsibility: Deputy Director/Registrar

Applicability: Procedure C104 and C112

1. Any time that a student is incarcerated will be considered as unexcused unpaid. Procedures C104 2a.
2. Upon release from the institution, the student will be subject to the procedures as outlined in Procedure C112.
3. If a student's incarceration is long term or intermittent, basic procedures outlined under C104 will apply.

SUBJECT: PROCEDURES FOR INSTRUCTOR VERIFICATION OF STUDENT
ATTENDANCE AND OVERSTAMPING

Office of Primary Responsibility: Registrar/Scheduling

Applicability: Policy and Procedure C104, C110, and C112

1. If a student is absent from class for a period of thirty (30) minutes of any class hour, this is considered as absenteeism, and will be enforced by the procedure C104 and C112.
2. If a student is absent from a class for less than thirty (30) minutes of any class hour, this is considered as tardiness. Tardiness cases should be handled as referrals and information concerning the development of a behavior pattern of tardiness should be reported to the Registrar.
3. The only areas authorized the privilege of overstamping for any scheduled area are as follows:

Clinic	Insurance
Career Guidance	Counseling
Student Advisors	Scheduling
Registrar	Budgeting
Executive Office	Home and Personal Improvement

4. In the event that a Counselor is absent from the Center or for some other reason cannot see the student during the regularly scheduled time-frame, the student may attend his classes; but Counseling must stamp the individual's timecard. The authentication by Counseling may be established between the hours of 4:00 and 5:00 based upon a notation from the Instructor that the student was in the occupational area. This procedure only applies when the Counselor is not available to see the student. If the Counselor is available and the student fails to attend Counseling, his timecard is neither to be stamped by the Instructor nor the Counselor.
5. All Staff members should familiarize themselves with Policy C110 (Attachment 8).

SUBJECT: PROCEDURES FOR DEALING WITH EXCEPTIONS TO MOUNTAIN-PLAINS
POLICIES AND PROCEDURES

Office of Primary Responsibility: Registrar/Deputy Director

1. Any student or Staff member dealing with students who have a question concerning student involvement within the Mountain-Plains Program on a subject which is not covered by current Mountain-Plains procedures will:
 - a. Direct the question or problem to the Registrar who will determine the applicability of question.
 - b. Coordinate with the Deputy Director and arrive at a solution or determination concerning the question.
 - c. Relay the findings to the student or staff member concerned.

SUBJECT: PROCEDURES FOR DEALING WITH STUDENTS ENTERING IN
VIOLATION OF SELECTION CRITERIA OR WHO MAY NOT BE
ABLE TO NEGOTIATE THE PROGRAM

Office of Primary Responsibility: Registrar

Applicability: Policy and Procedure C112

Any staff member who suspects that a student may not be able to negotiate the program or who may be in violation of selection criteria will immediately notify the Registrar in writing. Policy C112 section 7 explains in detail the exact procedures. (Attachment 14).

SUBJECT: PROCEDURE FOR DEALING WITH DISRUPTIVE STUDENTS

Office of Primary Responsibility: Registrar

Applicability: Policy and Procedure C112

Students who cause significant disruption within an educational area may be suspended from classes. Procedure C112 section 8 explains in detail the procedures for dealing with disruptive students. (Attachment 14).

SUBJECT: PROCEDURE FOR DEALING WITH SPOUSE ATTENDANCE

Office of Primary Responsibility: Accounting/Registrar/Scheduling

Applicability: Policy and Procedure C106

The Student Advisors will enforce the policy of disallowing spouses to attend classes if the spouse is absent from classes 25% of the time during any given month. The following procedures apply in the enforcement of the policy:

1. When both the Head-of-Household and spouse are enrolled in the Family Core Curriculum (for spouses, approximately five weeks), the weekly stipend will be reduced at the rate of \$1.00 per hour of instruction missed by either if they have no paid leave balance or do not receive prior approval. If the family consists of only a single Head-of-Household, the stipend will be reduced at the rate of \$2.00 per each such hour of absence.
2. After the spouse completes Family Core Curriculum, the spouse will have only a required attendance in Counseling. Both will then be reduced in stipend at the rate of \$2.00 per hour of unpaid absence from scheduled activities. For single Heads-of-Household, the rate will remain at \$2.00 per hour.
3. After the spouse completes all required courses including Counseling only the Head-of-Household will be reduced in stipend for unpaid absences. This rate will continue to be \$2.00 per hour. The Head-of-Household must complete an Occupational Preparation area. The family stipend will not be reduced for spouse non-attendance in such elective programs. However, spouse attendance of classes will be monitored in the Occupational Preparation area, and 25% absence from scheduled activities in any one month will be cause for termination from the Occupational Preparation phase of the program for the spouse. This termination applies only to the spouse who fails to attend classes and is not a termination for the family from the program.

DATA CENTER REPORTS

SUBJECT: MONTHLY MANAGEMENT REPORTS TO NIE

Office of Primary Responsibility: Data Center

One of the primary exterior functions of the Data Center is to provide monthly reports through Mountain-Plains management to the National Institute of Education. The current reports are:

1. Selection Criteria Violations and those Students who may not be able to negotiate the program: This report is a monthly composite of all the students entering Mountain-Plains that were found to have violated selection criteria in being admitted to the program.
2. Absenteeism Rate: This report shows a total rate of absenteeism for a given month. A total number of hours scheduled, a total number of hours attended, and percent absent for the current month and the past two months is computed.
3. Problem Families: When a student family is thought to have a problem; marital, unexcused hours, progression, etc., he is put on a weekly list for follow-up. This list is incorporated into a monthly report and supplied to management.
4. Enrollment Levels By Program Area: This report lists all of the instructional areas at Mountain-Plains and the total number of students enrolled in each area for the current month and the past two months. It also shows the enrollment levels of students in support courses for the current month.
5. Average Number of Hours Scheduled: This report shows the average number of hours scheduled in classes for Heads-of-Household and spouses for the current month and the past two months.
6. Plans Written: This report shows the number of plans written by the Student Advisors for the current month for the Heads-of-Household, spouses, dependents, and Category B for each occupational area. The average length of stay projected is also computed.
7. Projected Completion For Next 60 Days: A projection of students completing the Mountain-Plains program for the next 60 days by state is computed and supplied to management.
8. Exits By State and Total: The total number of students exiting the Mountain-Plains Program by state and the percentage of completers versus non-completers is provided for the current month and a cumulative-to-date figure for exits for the past year.

Also, the average length of stay of Mountain-Plains completers by state is provided for the current month and a cumulative-to-date total for the past year and the totals of the average length of stay of other exits by state for the current month and cumulative-to-date for the past year. .

SUBJECT: PROCEDURE FOR MONTHLY REPORT OF FAMILIES DEPARTING
MOUNTAIN-PLAINS

Office of Primary Responsibility: Data Center

1. Students departing Mountain-Plains during the month can be determined by reviewing the Dislocation Forms. The dates each student departed will be found on the Dislocation Form filled out by the Student Accounting Office and filed in each student's History File maintained by the Data Center. If Dislocation Forms have not been received by the Data Center, the dates should be verified by using the Exited Family List which is prepared by Student Accounting.
2. Student's numbers, dates of entry, and state of origin can be taken from the numerical listing of students which will be updated by the Data Receiving Technician.
3. Occupational areas will be contained on the Student Profile Summary located in the working file of each student maintained by the Data Center.
4. States of relocation will be taken from the Completion Roster or from the Dislocation Forms.
5. Each student's status at time of exit can be taken from the Completion Alerts or Dislocation Forms.
6. Employment secured can be taken from the Weekly Placement Report distributed by the Placement Office.
7. A copy of the Monthly Report of Families Departing Mountain-Plains (Attachement 25) should be distributed to the Executive Director, Deputy Director, Controller, Associate Director of Education Services and Support Services, Director of Technical Support Services, Placement Officer, Technical Writer, Supervisor of Community Development and Recreation, Coordinator of Student Services, and Registrar.

SUBJECT: PROCEDURE FOR MONTHLY REPORT ON STUDENTS IN THE
PROGRAM OVER EIGHT MONTHS NOT ON EXIT STATUS

Office of Primary Responsibility: Data Center

1. From the previous month's report, omit all names of students who have resigned, completed or who are on exit status. This information can be taken from the Completion Roster and from the Monthly Report on Departed Students.
2. Add to the report all names, student numbers and dates of entry of those students who have been on center over eight months. This information can be taken from the numerical listing of students distributed and updated by the Data Receiving Technician. Determine the date exactly eight months prior to the report and examine the entry date of all students prior to this date. All students who participate in the program and who have not been placed on the Completion Roster should be included in this monthly report.
3. Projected completion dates can be obtained from the Student Advisors and the instructors of the areas involved.
4. This monthly report (Attachment 32) will be distributed to the Executive Director, Deputy Director, Associate Director of Educational Services, Coordinator of Student Services, and Registrar.

SUBJECT: MANAGEMENT REPORTS

Office of Primary Responsibility: Data Center

One of the primary functions of the Data Center is to supply management with meaningful reports so that they have an insight as to what the students are doing and how they are progressing in the Mountain-Plains Program. Following are some of the reports the Data Center supplies:

1. **COMPLETION ROSTER**-This report is compiled weekly and distributed to Placement, Deputy Director, Associate Director of Education Services, Administrative Assistant of State Offices, Coordinator of Student Services, Health, Career Guidance, Counseling, Student Advisors, Registrar, Community Instructors, Early Childhood, North Star School, Editor of Forum, Tumpane Recreation Director, and PRI. This report shows student number, name, state of origin, state of relocation, occupational area, flag date, and projected completion date. This roster is used to project completion dates of students for the next 60 days.
 - a. The Data Technician makes all changes and updates to the existing roster when the instructors or Student Advisors notify the Data Center of a change in projected completion date.
 - b. The instructors telephone the Data Center or send a memo on students at approximately 90 days before completion and they are added to the completion roster.
 - c. A 90 day notice may also appear on a student's time card/schedule.
 - d. The Data Technician calls the areas concerned on the student's "flag" date to confirm the completion date.
 - e. After the completion date has been confirmed, the Student Advisors and Placement Officer must agree on the change.
2. **PROJECTED COMPLETION VS. ACTUAL COMPLETION**-The student's projected completion date on his calendar or revised calendar is compared with his actual completion date after the student has completed the Mountain-Plains Program. This is used as a double check on calendar accuracy. If there is more than two class day difference, it is considered as a bad projection. This report is compiled monthly. (Attachment 32).

3. **ABSENTEEISM RATE**-This report is compiled weekly and is furnished to the Associate Director of Education Services. The Data Center compiles the total number of hours scheduled, total number of hours absent, and the percentage absent for each instructional area. Also, a total percentage of absenteeism at Mountain-Plains is shown. Hopefully, any trends of absenteeism in any occupational area will be flagged on this report or any excessive absenteeism.
4. **SPOUSE ABSENTEEISM**-Any spouse scheduled into an occupational area who has been absent more than 25% of the time for any given month will appear on this monthly report. It is distributed to the Registrar and the Student Advisors.
5. **UNEXCUSED HOURS**-This report is an accumulation of all students who have unexcused hours and the number of unexcused hours accrued. If they have accrued over 25, they are flagged and a follow-up report states the status of these students. This report is compiled weekly and distributed to the Director, Deputy Director, Coordinator of Student Services, Registrar, and Student Advisors.
6. **PROBLEM FAMILIES**-This report is compiled weekly and distributed to the Director, Deputy Director, Coordinator of Student Services, Registrar, and Student Advisors. Any student family that is having difficulties such as marital problems, emotional problems, medical problems, etc., is put on this report and followed up as to what is being done to alleviate the problem.
7. **SIX WEEK REVIEWS**-When a student family has a six week review, their Student Advisor makes a notation in the "working" file log of the date and what transpired in the review. The Data Center Supervisor then goes through all of the logs and compiles a weekly report of all six week reviews and the progress percentage of all students reviewed. If the student is progressing under 75%, a notation of what is being done is made. This report is distributed to the Director, Deputy Director, Coordinator of Student Services, Registrar, and Student Advisors.

ATTACHMENTS

ORIENTATION TIME CARD / SCHEDULE

ORIENTATION I

NAME _____

DATE OF ARRIVAL _____

FAMILY NO. _____

WEEK ENDING _____

DAY	TIME & LOCATION	FUNCTION	DEPARTMENT, AREA OR OFFICIAL	INSTRUCTOR'S STAMP OR SIGNATURE
WEDNESDAY	9:00 - 12:00 Noon	Settle In Homes Child Placement Return Moving Equipment	Community Worker Child Development	
	1:00 - 2:00 p.m. MCP/49 Community Development	Child Development And School Orientation	Child Development Community Worker	
	2:00 - 3:00 p.m. Base	Base Tour	Community Worker	
	3:00 - 4:00 p.m. Base Security, Bldg. 732	Vehicle Registration/ Pictures	Base Security Community Worker	
THURSDAY	9:00 - 12:00 Noon Family Center, Bldg. 526	Community Activities Orientation	Community Development & Recreation MOWINDS Student Gov't. Community Library/Chapel	
	1:00 - 2:00 p.m. Family Center, Bldg. 526	Public Safety Orientation	Base Security Fire Department	
	2:00 - 3:00 p.m. Family Center, Bldg. 526	Community Workers Orientation	Community Worker	
	3:00 - 3:30 p.m. Procurement	Lease Information	Housing	
	3:30 - 4:00 p.m. Student Accounting Office Bldg. 816, 1st Floor	Settle Relocation Costs Student Accounting Orientation	Student Accounting	
Additional Requirement (If Applicable)				

ATTACHMENT 1

DAY	TIME & LOCATION	FUNCTION	DEPARTMENT, AREA OR OFFICIAL	INSTRUCTOR'S STAMP OR SIGNATURE
FRIDAY	9:00 - 10:00 a.m. Administration Bldg. 816, 3rd Floor	Executive Welcome	Executive Staff	
	10:00 - 10:30 a.m. Administration Bldg. 816, 3rd Floor	Student Health Plan	Administrative Services	
	10:30 - 11:30 a.m. Counseling Bldg. 810, 3rd Floor	Counseling Orientation	Counseling Services	
	11:30 - 12:00 Noon Counseling Bldg. 810, 3rd Floor	Orientation to Testing	Counseling Services	
	1:00 - 4:00 p.m. Testing Center Bldg. 814, 1st Floor	Affective Testing (Counseling)	Research Services	
	4:00 p.m. (or as scheduled) Student Accounting Bldg. 816, 1st Floor	Pay Line	Student Accounting	
Additional Requirement (If Applicable)	Time: Testing Center Bldg. 814, 1st Floor	WRAT TEST	Research Services	

ORIENTATION TIME CARD / SCHEDULE

ORIENTATION II

NAME _____

DATE OF ARRIVAL _____

FAMILY NO. _____

WEEK ENDING _____

DAY	TIME & LOCATION	FUNCTION	DEPARTMENT, AREA OR OFFICIAL	INSTRUCTOR'S STAMP OR SIGNATURE
MONDAY	9:00 - 9:30 a.m. Career Guidance Bldg. 810, 2nd Floor	Career Guidance Orientation	Career Guidance	
	9:30 - 12:00 Noon Testing Center Bldg. 814, 1st Floor	Affective Testing (Career Guidance)	Research Services	
	1:00 - 4:00 p.m. Testing Center Bldg. 814, 1st Floor	GATB	Research Services	
TUESDAY	9:00 - 10:30 a.m. Foundation Education Bldg. 810, 1st Floor	Educational Services Orientation	Educational Services	
	10:30 - 12:00 Noon Testing Center Bldg. 814, 1st Floor	Family Core Curriculum (Parent Involvement)	Research Services	
	1:00 - 4:00 p.m. Testing Center Bldg. 814, 1st Floor	Family Core Curriculum (Health Education, et. al.)	Research Services	
WEDNESDAY	9:00 - 12:00 Noon Testing Center Bldg. 814, 1st Floor	CTBS	Research Services	
	1:00 - 3:00 p.m. Counseling Services Bldg. 810, 3rd Floor	Registrar's Orientation	Registrar	

ORIENTATION TIME CARD / SCHEDULE

ORIENTATION II

Side 2

NAME _____

DAY	TIME & LOCATION	FUNCTION	DEPARTMENT, AREA OR OFFICIAL	INSTRUCTOR'S STAMP OR SIGNATURE
THURSDAY	9:00 - 12:00 Noon Testing Center Bldg. 814, 1st Floor	CTBS	Research Services	
	1:00 - 4:00 p.m. Counseling Bldg. 810, 3rd Floor Time:	Counseling Pre-Intake	Counselor:	
	Time: Home	Housing Inspection	Housing & Fire Department	
FRIDAY	9:00 - 12:00 Noon Testing Center Bldg. 814, 1st Floor	Math Test	Research Services	
	4:00 p.m. (or as scheduled) Student Accounting Bldg. 816, 1st Floor	Pay Line	Student Accounting	
	ADDITIONAL REQUIREMENTS (IF ANY)			
	1.			
	2.			
	3.			
	4.			

ATTACHMENT 1 C

Subject: Student Relocation/Dislocation

Applicability: Policy C 108

Effective Date: 1-15-75

Relocation

1. Relocation by Private Owned Automobile

- a. Total costs of relocation of students and family from place of recruitment to Mountain-Plains at Glasgow by private conveyance shall not exceed the cost if such relocation were by common carrier. This would include preventative maintenance of automobile, mileage, lodging and food costs, rental costs for U-Haul trailer and hitch. It does not include any costs for emergency repairs on the way which is to be considered a contingency item.
- b. Mountain-Plains will pay for student travel costs from each student's home to the place at which the training program is conducted. Any other trip, even for emergency purposes, such as sickness or death must be at the student's expense, although loans are possible in some cases.
- c. Mileage Expense - 8¢ per mile.
- d. A driving day shall be considered an average of 400 miles.

e. Lodging and Food Allowance

Lodging/night	family of 2	3	4	5	6	7	8	9
	\$14	15	16	25	25	25	25	25

Food/meal:

Breakfast/day	\$3	4	5	6	7	8	9	10
Lunch/day	4	6	7	8	9	10	11	12
Dinner/day	6	8	10	11	12	13	14	15

- f. All calculated expense (mileage allowance, food and lodging) are given to the student upon departure. If additional emergency funds are required along the route, these will be as the occasion arises to be repaid through payroll deductions.
- g. Upon arrival, students will sign the student enrollment form. Students will not be officially enrolled until this form is signed.
- h. If private auto is to be used, it should be checked and serviced prior to departure. This cost can be paid by Mountain-Plains, but does constitute an expense to be considered to fall within the limitations under 1.a.

Student Relocation/Dislocation (continued)

2. Families relocating in a rented truck with no private vehicle shall receive the same lodging and food allowance enumerated in section 1.e. Gas money shall be advanced on a basis of ten cents (10¢) per mile. An average of 400 miles will be considered a driving day.
3. Families relocating by common carrier must travel by the most direct route under the tourist or coach fare. Where food is the responsibility of the trainee, food allowance in accordance with 1.e. above shall be given upon departure.
4. Shipment of household goods by any means at Mountain-Plain's expense is limited to a maximum of 4,000 pounds. If said shipment is by freight carrier the bill should be paid by Mountain-Plains upon arrival. If shipment is by common carrier, (train, bus, etc.) the payment should be made as part of the transportation ticket. Use of a U-Haul van is strongly recommended.
5. Mountain-Plains cannot be responsible for any payments to transport pets, boats, or mobile homes to or from Glasgow. Students must bear all costs of said transfer of items and also have full responsibility for care of such at Glasgow AFB.
6. For emergency cases or for families reporting to Glasgow Air Force Base after normal working hours, the Base Security office should be contacted. Telephone number is (406) 524-3888. Location is in Building 734 across from Base Service Station on the main entrance road.

Dislocation -- Terminating Families

1. Completing families are to be considered in two categories: Category A and B.
 - A. Completing families - two occupational preparations. To qualify for this category, both husband and wife must validate Occupational Preparation, as well as World of Work, Consumer Education, Health Education, Parent Involvement, Home Management, Career Guidance, Counseling, Math Skills, and Communication Skills.
 - B. Completing families - one occupational preparation. To qualify for this category, the head of household must validate Occupational Preparation, as well as the other requirements listed in A. The wife must complete, Consumer Education, Health Education, Parent Involvement, Home Management, Career Guidance and Counseling.

Student Relocation/Dislocation (continued)

- 1) Incentive Pay: Completing families in Category A will receive \$500 incentive pay upon completion. Completing families in Category B will receive either \$400 incentive pay upon completion.
- 2) Interview Costs: Completing families in Category A will receive interview expenses for the head of household. In addition, the completing spouse, if accompanying the head of household for purposes of her own interview, will receive per diem. Completing families in Category B will receive interview expenses for the head of household only. Mountain-Plains will continue to support only one interview trip per completing family.
- 3) Dislocation Costs: Completing families in both Categories A and B will be provided full dislocation costs according to present procedures. If a job interview trip is not provided up to three days per diem may be provided concurrently with dislocation if an interview is arranged by Mountain-Plains in their area of dislocation.

Families in either Category A or B will receive a Family Completion Certificate.

2. Head of Household Validation -- Category C

A. This definition applies to exiting families if the head of household validates Occupational Preparation, as well as the other requirements listed in A, but the spouse fails to validate Consumer Education, Health Education, Career Guidance, Parent Involvement, Home Management, or Counseling. These families will not receive a Family Completion Certificate.

- 1) Incentive Pay: These families will receive \$200 incentive pay upon exiting.
- 2) Interview Costs: No interview trip will be provided. However, up to three days per diem may be provided concurrently with dislocation if an interview is arranged by Mountain-Plains in their area of dislocation.
- 3) Dislocation Costs: Mountain-Plains will pay actual truck or trailer rental expense to a distance comparable to the point of origin but not outside the six-state region and not exceeding \$150 maximum, if Mountain-Plains establishes the exit date.

Student Relocation/Dislocation (continued)

3. Non-completing or Validating Families -- Category B

A. All other exiting families fall under this definition. This includes exit by reason of administrative dismissal, resignation, or *desertion.

- 1) Incentive Pay: These families will receive no incentive pay upon exit from the Program.
- 2) Interview Costs: None.
- 3) Dislocation Costs: Mountain-Plains will pay dislocation to a point not exceeding in distance the point of origin and as per the relocation schedule but not exceeding \$150, if Mountain-Plains establishes the exit date. *(No dislocation cost will be awarded to deserting families).

4. Non-completing or Validating Families -- Category E

Those families who for legal reasons are required to leave Mountain-Plains, are not resigning, being declared a deserting family, or being administratively exited. Rather, they are required to leave due to civilian or military judicial request or sentencing.

- 1) Incentive Pay: These families will receive no incentive pay upon exit from the program.
- 2) Interview Costs: None.
- 3) Dislocation Costs: Mountain-Plains will pay dislocation to a point not exceeding in distance the point of origin and as per the location schedule but not exceeding \$150 maximum, if the family is able to go through regular exit proceedings.

Subject: Student Leave Time/Holidays/Leave of Absence

Applicability: Policy C 104

Effective Date: 1-15-75

Paid Leave

Upon enrollment at the Center, each adult student will receive a bank of (3) days unearned paid leave. These days may be used for sickness, emergency, or personal leave (see below).

Each HOH will earn paid leave days at the rate of one day for each full month of participation. (Spouses will earn a total of (4) days paid leave while they are on center for FCC and Counseling.)

Each paid leave absence must be reported to and approved by the Data Control Center during call-in hours. If the absence is not approved prior to missing classes, the leave will be unpaid and may be unexcused.

Each family will be entitled to receive 100% pay upon exit from the program for all earned, but unused paid leave.

All leave taken over and above that earned is unpaid and may be unexcused (see below).

Students will be notified weekly by Student Accounting of their balance of unused paid leave.

1. Sick Leave

In order to receive paid leave for sickness:

- a. The student must have a paid leave of absence balance.
- b. The student must call Data Center, 524-3644, prior to missing classes. If the absence is not approved prior to missing classes, paid leave will be denied and the time missed will be considered as unexcused.
- c. The minimum amount of time that may be taken as sick leave is 1/2 day, except in cases of doctor appointments which must be verified by the clinic.
- d. All stamp offs for approved sick leave will be accomplished by the scheduling clerk in the Data Control Center. After 2 days of consecutive sick time the student may be required to produce a doctor's verification certificate.
- e. Additional paid leave may be granted for programmatic medical care. The Health Education Department will coordinate arrangements for, and approve

Student Leave Time/Holidays/Leave of Absence (continued)

in advance, medical care which has been deemed necessary by Mountain-Plains for the treatment of health problems which are programmatic by nature. (see definition) Student time utilized for programmatic medical treatment at Mountain-Plains request will not be deducted from earned paid leave.

Definition: Problems, which if not corrected, will inhibit full student involvement in the Mountain-Plains Program and/or may make difficult placement or job retention after student exit from the Mountain-Plains Program.

2. Emergency Leave (see definition)

- a. In order to receive pay for emergency leave, the student must have a paid leave balance.
- b. Requests for emergency leave shall be made in writing from the student in advance to the Data Control Center and approved in advance. When advance requests are impossible, instances will be considered for paid emergency leave upon the student's return. A source to verify the need for this leave must be provided by the student.
- c. The Data Control Center will notify all scheduled areas of approved student emergency leaves.

Definition: Death or serious illness in the immediate family*; other emergency circumstances will be considered by the Data Control Center and require approval by the Mountain-Plains Controller's Office.

*(Immediate Family -- husband, wife, child, stepchild, mother, father, brother, sister, stepsister, stepbrother, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, son-in-law, or daughter-in-law.)

3. Personal Leave

- a. With prior approval from the Data Center, a student may use his/her paid leave for personal reasons.
- b. The student must have a paid leave balance.
- c. The minimum amount of time which may be taken for personal reasons is 1/2 day. Personal leave which does not exceed 1 day in duration may be approved 24 hours in advance. A five-day advance notification in writing and approval is required for more than one day of consecutive personal leave.

Student Leave Time/Holidays/Leave of Absence (continued)Unpaid Leave

1. Excused Unpaid

- a. Sick leave taken in excess of that earned will be counted as excused, unpaid time if approved in advance and verified by an authorized medical excuse.
- b. After (20) twenty consecutive days of long-term illness or hospitalization as verified by a doctor beyond the exhaustion of paid leave, the student will be considered for exit. Consideration for exit may occur earlier if the doctor's prognosis indicates a long-term illness or hospitalization extending beyond 20 days. Any variance from this policy will be at the discretion of the Deputy Director.
- c. Up to (4) days of excused unpaid leave may be taken for emergency reasons if approved in advance by the Data Center and if there is no paid leave balance.
- d. Up to (1) one day of excused unpaid leave may be taken for personal reasons if approved in advance by the Data Center and if there is no paid leave balance.

2. Unexcused Unpaid

- a. Student absences not within the above procedure will be unexcused.
- b. Unexcused absences over (8) eight cumulative hours will be referred to counseling. Unexcused absences over (16) sixteen cumulative hours will be cause for referral to the Communications Meeting for Mandatory Team Conference. Unexcused absences over (24) twenty-four cumulative hours will be cause for Review Board Action.
- c. Any consecutive unexcused absence of (3) three days will be considered program desertion and cause for program exit without Review Board Action.

Holiday Leave

- 1. Students shall enjoy the same holidays as are granted to Mountain-Plains employees. These shall be considered as paid holiday leave.

Incentive Leave

Incentive Leave is granted only to those students who have shown, by meeting the following conditions, that they are progressing in all aspects of the program in a manner which deserves special recognition. For those students entering Mountain-Plains Educational Program on and after December 9, a maximum of

Student Leave Time/Holidays/Leave of Absence (continued)

two days of Incentive Leave may be awarded. Those students arriving prior to December 9, 1974, Incentive Leave procedures dated October 1, 1974, will apply with the exception that the 10% over progress be deleted as an obsolete.

1. Incentive Leave may be awarded to those deserving students after both the head-of-household and spouse have successfully completed the Family Core Curricula and the head-of-household has been in his/her occupational area for a minimum of six weeks. Two days of Incentive Leave will be granted to those students meeting the criteria and these two days may be awarded either upon a) meeting with the advisor during the first six-week review, b) in conjunction with a job interview trip which has been established by Mountain-Plains, or c) they may be paid the equivalent in cash upon successful program completion.
2. Incentive Leave is paid time over and above normal leave and in addition each student family who is awarded Incentive Leave receives \$10 extra per day of Incentive Leave reward. Incentive Leave will be awarded based upon the head-of-household meeting the below listed criteria:
 - a. Students may not have more than one hour of unexcused absences during the Incentive Leave period. (An Incentive Leave period is each six weeks after entering an occupational area.)
 - b. DET reports as well as team conference action will be taken into consideration prior to approval of Incentive Leave.
 - c. Incident reports may, in some cases, nullify the awarding of Incentive Leave.
 - d. Recommendations from instructional areas in regard to awarding Incentive Leave will be considered prior to awarding Incentive Leave.
 - e. Incentive Leave will not be granted when the student is within the 22 class day completion mode, except leave in conjunction with approved Mountain-Plains job interview trips.
 - f. When the head-of-household's progress is satisfactory for the occupational area (as computed by student recorded hours, student progress hours, and student attendance hours).
3. When the occupational plan is written, the Advisor will explain and discuss with the student the criteria and conditions for Incentive Leave.
4. If the Advisor does not approve the Incentive Leave request, documentation to the nature of the denial will be forwarded to the student's file.

Subject: Student Compensation

Applicability: Policy C 106

Effective Date: 1-15-75

1. The amount of compensation shall not exceed that stated in the Federal Register governing the Mountain-Plains Contract NE-C-00-3-0298.
2. A semi-annual review of the amount shall be conducted to determine if the compensation is adequate for cost of living factors.

The following rates and regulations will apply concerning attendance or non-attendance of classes.

1. When both the Head of Household and Spouse are enrolled in the Family Core Curriculum (for spouses, approximately five weeks), the weekly stipend will be reduced at the rate of \$1.00 per hour of instruction missed by either if they have no paid leave balance or do not receive prior approval. If the family consists of only a single Head of Household, the stipend will be reduced at the rate of \$2.00 per each such hour of absence.
2. After the spouse completes Family Core Curriculum, the Spouse will have only a required attendance in Counseling. Both will then be reduced in stipend at the rate of \$2.00 per hour of unpaid absence from scheduled activities. For single Heads of Household, the rate will remain at \$2.00 per hour.
3. After the Spouse completes all required courses including Counseling, only the Head of Household will be reduced in stipend for unpaid absences. This rate will continue to be \$2.00 per hour. The Head of Household must complete an Occupational Preparation area. The Spouse may elect to complete an Occupational Preparation area. The family stipend will not be reduced for Spouse non-attendance in such elective programs. However, Spouse attendance of classes will be monitored in the Occupational Preparation area, and 25% absence from scheduled activities in any one month will be cause for termination from the Occupational Preparation phase of the program for the Spouse. This termination applies only to the Spouse who fails to attend classes and is not a termination for the family from the program.

STUDENT NAME
CLOCK NUMBER

WEEK ENDING

DATE
CLOCK NUMBER

STUDENT NAME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	CURRICULUM VARIANCE
9						MISSED * ATTEND
						NO. * HRS * NO. * HRS
10						
11						
12						
2						
3						
4						

1. Date of Entry Into Program: X 2. State of Origin: X

STUDENT PROFILE SUMMARY

3. Head of Household: X Spouse: X Social Security Number: X
 4. Student Name: X 5. Original: _____
 6. Family Number: X (01,02,03,04) X Date _____
 7. Long Range Goal: _____
 8. Career Choice at M-P: _____ 9. (D.O.T. No.) _____ 10. (M-P No.) _____
 11. Career Courses: _____

	NUMBER	NAME	DATE ENTERED	PRETEST SCORE	LEVEL	EST. NO. OF HOURS	LEVEL
a	89	Orientation	<u>X</u>	<u>X</u>		<u>X</u>	
b	51	Health	<u>X</u>	<u>X</u>		<u>X</u>	
c	61	Consumer Education	<u>X</u>	<u>X</u>		<u>X</u>	
d	63	Home Management	<u>X</u>	<u>X</u>		<u>X</u>	
e	66	Parent Involvement	<u>X</u>	<u>X</u>		<u>X</u>	
f	97	ADM					
g							
h	46	Career Guidance	<u>X</u>	<u>N/A</u>		<u>X</u>	
i	47	World of Work (R.P. GR.)					
j	85	World of Work (Comp. Act.)					
k	80	Counseling	<u>X</u>	<u>N/A</u>		<u>X</u>	
l	82	Aerobics					
m							
n	11	Math (CTBS <u>X</u>)	<u>X</u>	<u>X</u>	<u>X</u>		
o	12	GED Math					
p	15	Comm Skills	<u>X</u>	<u>X</u>	<u>X</u>		
q	14	GED Comm					
r							
s							
t							
u							
v							
w							
x							
y							

12. Minimum Number of Hours to Complete Plan _____ (Total)

13. 35(01),30(03),20(02) = _____ (Total No. of Weeks)

14. Estimated Program Completion Date: _____

15. To reach my educational, occupational, and family development goals, I agree to the plan as outlined. Any deviation from this plan that would require a change will necessitate a review of this plan. Any change in occupational goals will require a new plan. If I desire to change my occupational goal more than once, Mountain-Plains reserves the right to exit me from the program. I understand that I may make an occupational change within 1 month after I have signed my first plan. After this 1 month period has terminated I understand that I cannot change my occupational preparation area.

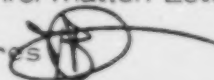
16. Student's Signature _____ Date _____ Student Personal Advisor _____ Date _____

Mountain-Plains Education & Economic Development Program, Inc.

POST OFFICE BOX 3578 GLASGOW, MONTANA 59231 - TEL: (406) 524-6221

INTEROFFICE MEMORANDUM

TO: All Staff Information Letter

FROM: T. R. Flores 

SUBJ: FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (Buckley)

COPY TO:

Because of the recent signing into law of the above Act, it is felt important to reclarify the Mountain-Plains policies and procedures along with informing you of the recently implemented policies and procedures which are attached.

Please note that the Mountain-Plains policy in the past has been to share with students the information contained in the Educational Record. However, a review of how this might affect you is in order. Educational Records, which may be shown to students, should clearly be distinguished from other categories of records, which are not to be shared with students because of their confidential nature. These records include: 1) Pre-center selection records and records obtained from other agencies; 2) Professional-medical records of a confidential nature; and 3) Law enforcement and administrative discipline records which are in possession of the maker.

Instructors: The DET's and employability reports will continue to be shared with students. It is important to emphasize that objectivity is the key to avoiding any problem that might arise. Please document any negative statement or rating with examples of attitude and/or behavior problems. You are encouraged to share any student report with the student prior to sending it to the student advisors.

Student Advisors: It would be very helpful if the student advisors would assist in monitoring those items that go into a student's Educational Records file. Any standardized instrument is appropriate for inclusion in this file. Please be on the alert for questionable material - i.e., opinions that are not substantiated by facts or examples. If it looks questionable or not supported, call the initiator of the document or report and clarify and add to the original report.

Staff Counselors: Again, objectivity is the key word. Support observations by examples. Narrative reports on exiting students are to be maintained in the individual counselor's file. Personality profiles and other standardized testing or information instruments may go in the Educational Records file and should not cause any concern. Verbal and written memos to instructors concerning the students and the best way(s) to assist progress are encouraged but these will not go in the Educational Records file. Please note that the confidentiality of the student/counselor relationship is to be maintained. Do

not interpret this as "I won't give the instructors any information". It is your task to aid and assist the student in his program.

ECE Staff: The Educational Records of dependent minors are, by law, available for the parents' review. However, caution should be used to insure that the "scores" are interpreted to the parent. In addition, the anecdotal records should be as objective as possible.

Placement: Placement records will be shared with and explained to the student. As in all cases, the more objective the report, the better it is for us and the student.

PLEASE READ AND REVIEW THE ATTACHED POLICY AND PROCEDURE.
IF YOU HAVE PARTICULAR CONCERNS, PLEASE CONTACT YOUR
IMMEDIATE SUPERVISOR.

Policy

Protection of Student Privacy

In compliance with the Family Education Rights and Privacy Act of 1974, Mountain-Plains adopts the procedures set forth in this document. The procedures contained herein are not retroactive and educational records compiled prior to January 1, 1975 are exempted.

Procedure

1. Mountain-Plains shall appraise students of their right to review their personal education records upon acceptance into the Mountain-Plains Program.
2. Mountain-Plains shall provide students the opportunity to review their personal education records.
3. Mountain-Plains shall establish a (Privacy) Board to hear challenges of students on matters of content contained within the personal education record.
4. Mountain-Plains shall maintain a record of access to students personal education record.
5. Mountain-Plains shall provide students the right to appeal, to the Executive Director, all questions related to the Family Education Rights and Privacy Act of 1974.
6. Mountain-Plains shall establish policies and procedures to further protect functional student records from violations of rights to privacy.

Definitions

To provide a functional classification of student records, the following definitions are set forth:

1. Education Records: Any and all official records, files, and data directly related to their children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores) attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.
2. Pre-Center Selection Records and Records from Other Agencies: Any and all records, files and data compiled prior to the acceptance of the individual student;

these records include confidential recommendations and information relating to the employment and personal characteristics of the individual.

3. **Professional-Medical Records:** The records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute; including guidance and counseling records.
4. **Law Enforcement and Administrative Discipline Records:** The records of legal and administrative personnel which are in the sole possession of the maker, thereof and which are not accessible or revealed to any other person except a substitute; including law enforcement records received and those records maintained for administrative disciplinary reasons.
5. **Directory Information:** The records relating to the student which includes: the student's name, address, telephone listing, residence, date and place of birth, dates of attendance, social security number, prior address, and degrees and awards received.

Procedures

1. Appraised of Student Rights

Mountain-Plains staff shall during Orientation by the Registrar, appraise the students orally of their right to review their personal education records. Further, Mountain-Plains shall provide, upon request, a copy of the Family Education Rights and Privacy Act of 1974. In addition, a signed statement shall be obtained from the student family acknowledging the appraisal of their rights.

2. Student Review of Records

Mountain-Plains shall provide the student with an opportunity to review and inspect his personal education records within forty-five (45) days of a written request submitted to the Data Monitor. (The student reviews his/her record every 6 weeks in conjunction with the 6 week review.)

3. Privacy Board

Mountain-Plains shall afford the student an opportunity of a hearing by a Privacy Board within forty-five (45) days upon receipt of a written request. The Board shall consist of 1) the Deputy Director; 2) the Student Advisor; and 3) the President of MOWINDS. The Privacy Board shall have authority to call witnesses and to determine the criterion for excluding or including any or all of the contents of a personal education record. The Privacy Board shall provide a written report to the student on any decision. The Privacy Board's decision may be appealed to the Executive Director.

4. Record of Access

The Mountain-Plains staff (Data Monitor) shall insure that a written record be maintained that indicates 1) who; 2) when; and 3) why the student's personal education record was reviewed. Request for access to records shall not be honored unless specifically authorized within the guidelines of the Family Education Rights and Privacy Act of 1974. Those requests not specifically authorized shall be referred to the Deputy Director.

5. Right of Appeal

Mountain-Plains shall provide all students the right to appeal any and all problems, questions, or decisions to the Executive Director or his designate. Student appeals shall be submitted in writing to the Executive Director or his designate and shall be reviewed within ten (10) days.

6. Other Functional Records

Mountain-Plains shall provide that functional records other than educational records are properly maintained. This shall include a label indicating that "Educational Records are not to be maintained in this file". In addition, functional records exclusive of educational records, shall not be available to students or other staff and shall not be copied.

ACKNOWLEDGEMENT OF PRIVACY RIGHTS

I, _____ (family unit) _____, have been appraised of my right to review my personal education record and the records of my minor dependents created and maintained by Mountain-Plains. I understand that policies and procedures set forth in the Mountain-Plains Policy and Procedures Manual and the Student Handbook shall be followed. I further realize that a copy of the Family Education Rights and Privacy Act of 1974 shall be available upon request.

Authorized MP Representative

Signature (HOH)

Date

Signature (Spouse)

To be filed in Educational Record.

Duplicate copies - one for Educational
Record
one for Student

Subject: Student Work Hours/Time Cards/Pay

Applicability: Policy C 110

Effective Date: 1-3-74

1. The student's regular work week will be according to his plan and schedule.
2. Regular student pay day will be on the Friday of each week. When Friday is an official Mountain-Plains holiday, payday will be on Thursday, the day before.
3. Time cards (schedules) are to be accurately maintained and checked by all staff responsible for the student's scheduled activities.
 - a. A meticulous record will be kept of all hours of attendance for each student.
 - b. Failure to attend scheduled hours of instruction does not merit payment. Duly authorized leaves in accordance with Policy C 104 will be paid.
 - c. Staff members who deliberately falsify or are negligent in filling out the student's time card will be subject to immediate dismissal. Non-performance by a student present for instruction is not grounds for an instructor to refuse to sign off on the time card but is a matter for student review.
4. Time cards shall be turned in every Friday at the pay line and new time cards will be issued to each student at that time. Time cards must be turned in before a student is paid. Students will sign their completed time card (schedule) authenticating the correctness of the signed and unsigned mods.

APPLICATION FOR PROGRAM OF EDUCATION OR TRAINING

(Under Chapter 34, Title 38, U.S.C.)

INSTRUCTIONS TO VETERAN

1. General Information — The educational assistance program provides financial aid for the education and training of eligible veterans and is designed to encourage self-improvement. Hundreds of courses offered by schools and training establishments across the nation have been approved to make available a wide variety of programs to meet the goals and needs of the individual veteran. We are furnishing the following information to assist and encourage you in making a decision to take advantage of this opportunity to obtain these benefits. For more detailed information or assistance, you should contact the VA regional office nearest you.

2. Schools and Training Establishments You May Attend — You may attend elementary schools, high schools, vocational or technical schools, business colleges, colleges and universities, correspondence schools and flight schools which have been approved by the State approving agency. Benefits are payable while you are training in an approved apprenticeship, on-the-job training, or cooperative farm training program.

3. High School Courses — If you do not have a high school diploma or you need a refresher or remedial course to qualify for admission for a degree or vocational program, you may receive benefits without charge to your entitlement.

4. Home Study Courses — If you are considering enrolling in a home study course or a combination correspondence-residence course, be sure the field is suitable to your abilities and interests before you sign a contract with the school. Information on home study courses and the rate of completion is available at the nearest U.S. Veterans Assistance Center (USVAC) or VA Regional Office. VA counseling is available to you upon request. You may wish to further consider your decision or get help from a VA counselor before signing a contract which may require you to pay for all or the majority of the course even though you complete only a portion of it.

NOTE: The law provides that a contract to enroll in a home study course must be affirmed by the student more than 10 days from the date the contract was signed. No payments of educational assistance allowance will be authorized by the VA for any lessons serviced by the school prior to the date of affirmation of such request.

5. Eligibility — You may be eligible to receive benefits while enrolled and pursuing an approved program of education or training if you were discharged after January 31, 1955, under conditions other than dishonorable from a continuous period of active duty of 181 days or more. If the period was less than 181 days, you may be eligible if the discharge was for service connected disability.

6. VA Counseling — If you are undecided about your program of education or training or about the kind of work

you want to prepare for, you can get professional vocational counseling help from the VA. You may request a counseling appointment by completing Item 17I. There is no charge for the counseling but any necessary travel will be at your expense.

7. How to Apply for Educational Benefits — Select the program in which you wish to enroll. Be sure the course at the school or training establishment is approved for the enrollment of veterans. If you need any assistance or further information contact the nearest VA Regional Office.

a. NOT ENROLLED — Complete the application, attach a copy of your DD 214 and send direct to the VA. If you have been accepted by the school and notified them of your intention to enroll, you may apply for an advance payment of educational assistance allowance by completing Items 17A thru 17H. The advance payment check will be sent to the school to be delivered to you at the time you register.

NOTE: No advance payment may be made prior to August 1, 1973

b. ENROLLED — Complete the application, attach a copy of your DD 214 and give the entire package to the school or training establishment to process to the VA.

8. Restrictions

a. Enrollment may be approved only for a program leading to an educational, professional or vocational objective for which you are not already qualified.

b. The law prohibits approval of any sales or sales management course which does not provide specialized training within a specific vocational field, unless at least half of the persons completing such course over the last two years have been employed in the sales or sales management field.

c. The law prohibits the approval of a program for a recreational or an avocational purpose such as dancing.

d. Courses in bartending or personality development are prohibited by law.

9. Change of Program — You may change your program one time without counseling. Additional changes may be approved only after VA counseling. You should plan your program carefully so that not more than one change is required.

10. Change of Address — Any address change should be furnished the VA promptly.

NOTE: PLEASE REMOVE CARBON SHEETS BEFORE COMPLETING THE BACK OF THE APPLICATION.

VETERANS ADMINISTRATION						1. VA FILE NO. (If known)	
VETERAN'S APPLICATION FOR PROGRAM OF EDUCATION OR TRAINING						PAYEE NO. 00	
(Under Chapter 34, Title 38, U.S.C.)							
IMPORTANT - Before completing this form read the instructions. Type or print answers in ink. If additional space is required, attach separate sheets and key answers to Item numbers. BE SURE TO REMOVE CARBON PAPER BETWEEN SHEETS BEFORE COMPLETING REVERSE OF THE FORM.						2. VA OFFICE WHERE RECORDS ARE LOCATED (If known)	
3. NAME OF APPLICANT (First, middle, last)			4. SOCIAL SECURITY NO.		5. SEX ☐ MALE ☐ FEMALE		
6. MAILING ADDRESS (Number and street or rural route, city or P.O., and State)			7. ZIP CODE		8. DATE OF BIRTH		9. TELEPHONE NO.
10. VETERANS ADMINISTRATION BENEFITS PREVIOUSLY APPLIED FOR						(DO NOT WRITE IN THIS SPACE) (VA DATE STAMP)	
A. ☐ HOSPITALIZATION OR MEDICAL CARE B. ☐ WAIVER OF NSLI PREMIUMS C. ☐ DISABILITY COMPENSATION OR PENSION D. EDUCATION OR TRAINING BASED ON ☐ WW II SERVICE ☐ KOREAN CONFLICT SERVICE ☐ VIETNAM SERVICE ☐ WAR ORPHANS OR DEPENDENTS EDUCATIONAL ASSISTANCE (Complete I and J) F. ☐ DENTAL OR OUT-PATIENT TREATMENT G. ☐ NONE H. ☐ OTHER (Specify)							
COMPLETE ONLY IF BOX E IS CHECKED I. NAME OF PARENT J. PARENT'S FILE NUMBER							
NOTE: Complete Items 11A through 11F (Attach DD 214)							
SERVICE NUMBER (Prefix and suffix) 11A	BRANCH OF SERVICE 11B	DATE ENTERED ACTIVE DUTY 11C	DATE SEPARATED FROM ACTIVE DUTY 11D	TYPE OF SEPARATION OR DISCHARGE 11E	GRADE OR RANK AT SEPARATION OR DISCHARGE 11F		
12. EDUCATION OR TRAINING UNDER VA LAWS							
DATES ATTENDED		CREDIT HOURS	PUBLIC LAW (If known)	NO. HOURS ATTENDED PER WEEK (E)	NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT		
(A) FROM	(B) TO	(C)	(D)	(E)	(F)		
13. EDUCATION OR TRAINING RECEIVED WHILE ON ACTIVE DUTY							
A. NAME OF ACADEMY		B. DATES ATTENDED		C. DEGREE RECEIVED			
☐ USMA ☐ WEST POINT ☐ USMA ☐ ANNAPOLIS		☐ USCGA ☐ NEW LONDON ☐ USMA ☐ COLORADO SPRINGS		FROM		TO	
D. NAME AND ADDRESS OF SCHOOLS		E. DESCRIPTION OF SUBJECTS COVERED		F. DATES ATTENDED		G. QUALIFICATION OR RATING ATTAINED AT END OF TRAINING	
H. NAME AND ADDRESS OF SCHOOL		I. DATES ATTENDED		J. DEGREE RECEIVED			
FROM		TO		FROM		TO	
14. CIVILIAN EDUCATION (Do not repeat education or training shown in Items 12 or 13)							
A. GIVE HIGHEST GRADE COMPLETED		B. IF YOU DID NOT GRADUATE, DO YOU HAVE A HIGH SCHOOL EQUIVALENCY DIPLOMA?		C. DATE OF EQUIVALENCY DIPLOMA		D. NAME AND ADDRESS OF INSTITUTION GRANTING EQUIVALENCY DIPLOMA	
☐ YES ☐ NO (If "Yes", fill in 14C and 14D)		☐ YES ☐ NO (If "Yes", fill in 14C and 14D)		☐ YES ☐ NO (If "Yes", fill in 14C and 14D)		☐ YES ☐ NO (If "Yes", fill in 14C and 14D)	
E. NAME OF COLLEGE OR UNIVERSITY, CITY, STATE AND ZIP CODE		DATES ATTENDED		CREDIT HOURS		DEGREE RECEIVED	
FROM		TO		SEMESTER		QUARTER	
F. NAME OF APPRENTICESHIP OR OTHER ON-THE-JOB TRAINING COURSE		G. DATES OF TRAINING		H. PLACE OF TRAINING			
FROM		TO		FROM		TO	
I. HAVE YOU EVER HELD A LICENSE TO EXERCISE A PROFESSION OR BUSINESS (MAIL RATING TO WORK AT A TRADE) (e.g., electrician, radio operator, teacher, lawyer, CPA, bookkeeper, carpenter, FAA Certificate, etc.)		J. NAME OF LICENSE OR JOURNEYMAN RATING		K. STATE IN WHICH HELD			
☐ YES ☐ NO (If "Yes", complete Items 14I and 14K)		☐ YES ☐ NO (If "Yes", complete Items 14I and 14K)		☐ YES ☐ NO (If "Yes", complete Items 14I and 14K)		☐ YES ☐ NO (If "Yes", complete Items 14I and 14K)	
15. IF YOU ARE APPLYING FOR A VOCATIONAL FLIGHT COURSE, COMPLETE BELOW							
A. MILITARY AVIATION EXPERIENCE				B. CIVILIAN AVIATION EXPERIENCE			
AIRCRAFT MODEL				HOURS			
HOURS				HOURS			

16A. PRINCIPAL OCCUPATION BEFORE ENTERING MILITARY SERVICE		16B. NO. OF MONTHS EMPLOYED IN THAT OCCUPATION	
PROGRAM OF EDUCATION DESIRED			
17A. IF YOU KNOW THE PROGRAM YOU WANT, WHAT IS THE FINAL EDUCATIONAL, PROFESSIONAL OR VOCATIONAL GOAL YOU PLAN TO REACH THROUGH THE PROGRAM FOR WHICH YOU ARE APPLYING? (Highest degree or occupation)		17B. IF YOU HAVE SELECTED YOUR PROGRAM, LIST HERE THE COURSE YOU WILL BE TAKING (List each diploma and degree or vocational course)	
17C. EDUCATION OR TRAINING WILL BE BY ☐ SCHOOL ATTENDANCE ☐ FLIGHT TRAINING ☐ CORRESPONDENCE ☐ FARM COOPERATIVE ☐ APPRENTICE OR ON-THE-JOB		17D. HAVE YOU BEEN ACCEPTED BY A SCHOOL AND HAVE YOU NOTIFIED THE SCHOOL YOU WILL ENROLL? ☐ YES ☐ NO (If "Yes," complete 17E through 17H)	
17E. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT		17F. DATE YOUR PROGRAM WILL BEGIN (Mo., day, yr.)	
17G. NO. OF CREDIT OR CLOCK HOURS FOR WHICH YOU ENROLL DURING THE FIRST QUARTER, TERM OR SEMESTER CREDIT CLOCK UNITS		17H. ENDING DATE (Mo., Day, Yr. you expect to complete your program)	
17I. IF YOU WOULD LIKE PROFESSIONAL VOCATIONAL COUNSELING TO ASSIST YOU IN SELECTING AN EDUCATIONAL PROGRAM, PLEASE PROVIDE A TELEPHONE NUMBER WHERE YOU MAY BE REACHED TELEPHONE NO.:			
17J. IF YOU ARE AN EMPLOYEE OF THE UNITED STATES GOVERNMENT, DO YOU EXPECT TO RECEIVE EDUCATIONAL BENEFITS UNDER THE GOVERNMENT EMPLOYEES TRAINING ACT DURING THIS PERIOD OF EDUCATION? ☐ YES ☐ NO (If "Yes", furnish details on separate sheet)			
MARITAL STATUS AND DEPENDENCY INFORMATION (Submit marriage certificate if either was married before)			
18A. MARITAL STATUS (Check one) ☐ NEVER MARRIED ☐ WIDOWED ☐ MARRIED ☐ DIVORCED		18B. NUMBER OF TIMES YOU HAVE BEEN MARRIED	
18C. NUMBER OF TIMES YOUR PRESENT SPOUSE HAS BEEN MARRIED		18D. PRESENT ADDRESS OF SPOUSE	
19. YOUR PRESENT MARRIAGE AND ANY PREVIOUS MARRIAGES	TO WHOM MARRIED (A)	DATE AND PLACE OF MARRIAGE (B)	HOW MARRIAGE TERMINATED (Death, divorce) (C)
	DATE AND PLACE OF TERMINATION (D)		
20. PREVIOUS MARRIAGES OF YOUR PRESENT SPOUSE			
DEPENDENT CHILDREN - List each of your living unmarried children who is: (A) under 18 years of age, or (B) over 18 and under 23 years and attending school or (C) a child of any age who became permanently incapable of self-support due to physical or mental illness before age 18. If you have more than two children, list additional children on a separate sheet.			
21A. FULL NAME OF CHILD	21B. DATE OF BIRTH (Mo., day, year)	21C. PLACE OF BIRTH	21D. NAME AND ADDRESS OF PERSON HAVING CUSTODY OF CHILD
NOTE - Please identify in Items 21E and 21F any child named above who is over 18 years old and indicate whether attending school or permanently incapable of self-support.		21E. NAME OF CHILD OVER 18 YEARS	21F. STATUS OF CHILD ☐ ATTENDING SCHOOL ☐ PERMANENTLY INCAPABLE OF SELF-SUPPORT
22A. IS YOUR FATHER DEPENDENT ON YOU FOR SUPPORT? ☐ YES ☐ NO (If "Yes", answer Item 22B and submit VA Form 21-509)		22B. NAME AND ADDRESS OF DEPENDENT FATHER	
23A. IS YOUR MOTHER DEPENDENT ON YOU FOR SUPPORT? ☐ YES ☐ NO (If "Yes", answer Item 23B and submit VA Form 21-509)		23B. NAME AND ADDRESS OF DEPENDENT MOTHER	
I HEREBY CERTIFY THAT all statements herein are true and complete to the best of my knowledge and belief, and I herewith apply for a program of education, or training under Chapter 34, Title 38, USC. I authorize release of school and testing records to the VA for use in counseling me and supervising my program of education and training.			
24A. DATE SIGNED		24B. SIGNATURE OF VETERAN (Do NOT print) SIGN HERE IN INK	
PENALTY - Willful false statements as to a material fact in a claim for education is a punishable offense and may result in the forfeiture of these or other benefits and in criminal penalties.			

Mountain-Plains Education & Economic Development Program, Inc.

ATTACHMENT 10

MOUNTAIN-PLAINS REQUEST FOR _____ LEAVE

Family No.: _____ Date of Request: _____

Head of Household: _____ Spouse: _____

1. I hereby request that I be granted _____ days of paid _____ Leave
from _____ month _____ day _____ year, through _____ month _____ day _____ year.

2. I hereby request that I be granted _____ days of excused-unpaid leave from _____ month _____ day _____ year, through _____ month _____ day _____ year,
for the following reasons: _____

I may be contacted in care of: Name _____
Address _____
City/State _____
Telephone No. _____

I acknowledge that if I am unable to return to Mountain-Plains, Glasgow AFB, Montana by 8:00 a.m. on (date) _____, because of sickness, car trouble, or an emergency, that I am required to notify the Data Center at my expense no later than 8:00 a.m. on (date) _____, No. (406) 524-3933. I understand that failure to notify the Data Center by the prescribed date and time, that I may be subject to dismissal from the Mountain-Plains Program.

Verification for extension of this time will be required.

Signature of Head of Household _____

Signature of Spouse _____

Date _____

Instructor's Signature _____

Signature Required

	Approved	Disapproved
Student	_____	_____
Advisor	_____	_____

Acknowledgement of Approval

Registrar/Supervisor of Student Advisors &
Data Control

Date _____

*Mountain-Plains Education & Economic Development Program, Inc.*WEEKLY RECORD OF INCENTIVE LEAVE

PAY PERIOD ENDING: _____

NAME AND FAMILY NUMBER	DATES COVERED	RETURN DATE

WEEKLY RECORD OF PERSONAL LEAVE

NAME AND FAMILY NUMBER	DATES COVERED	RETURN DATE

STUDENT NUMBER _____

STUDENT WORK PLAN

Name _____

Rater _____

Date (Entry) _____ (Exit) _____

KEY FOR FILLING OUT RIGHT HAND PARENTHESES:

- (V) Unit prevalidated on pretest indicated by entering a "V" in the parentheses following unit code.
 () For Completed Units enter total hours from SPR "Time Spent . . ." in the parentheses.
 () For Incomplete Units enter total hours for completed LAP's from from SPR "Time Spent . . ." at the immediate right of the parentheses

Instructional or Curriculum Area	Comprehensive Written Test		Performance Check List		Attitude Check List		Other: Specify		COURSE UNITS NEEDED	Est. Time Act. Time
	PRE	POST	PRE	POST	PRE	POST	PRE	POST		
Objectives:										
TOTALS									JOB TITLE HOURS _____ ADJUSTED JTH _____ ADJUSTED SUPPORT HOURS _____ TOTAL ADJUSTED HOURS _____	Total Est. Time Total Act. Time

KEY:

Actual Score	Possible Test Score
Score Necessary to Pre-validate	Possible Test Score

PRETEST	POST TEST
% Change	% Change

FOR DATA MONITOR USE

FOR PLANNER USE

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Mountain-Plains Education & Economic Development Program, Inc.

DATE _____

NAME _____ CLOCK NUMBER _____

SCHEDULE CHANGE LOGThe Schedule Change described below: _____

_____is due to the following reasons: _____

STUDENT SIGNATURE _____

ADD	DROP	COURSE	MODULE	M	T	W	TH	F

Instructor's Signature
From Area Added

Date _____

Instructor's Signature
From Area Dropped

Date _____

Instructor Comments (if any) _____

_____Instructor Comments (if any) _____

ADVISOR

CAREER GUIDANCE SPECIALIST

Original - Scheduling

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Subject: Student Progress/Attendance/Conduct

Applicability: Policy C 112

Effective Date: 3-1-74

Student Special Treatment Procedures

DEFINITIONS OF TERMS

Developmental Events - Developmental events are part of the normal work with students to improve behavior. They are not remedial or disciplinary.

Remedial Events - Remedial events are aimed at impacting specific maladaptive behaviors that are beyond the "norm" in seriousness.

Disciplinary Events - Disciplinary events are prescribed to deal with behaviors which are violations of school rules regarding conduct.

Developmental Contract - A developmental contract is an agreement a student makes with himself and/or his spouse (those with spouse are usually called marriage contracts) to behave in certain ways and/or develop particular traits/skills. Such contracts are usually worked out with counselor assistance. There is no external consequence for failure to execute terms of the contract. Strictly developmental.

Therapy Contract - A therapy contract is an agreement worked out between a counselor (personal or guidance specialist) and a student where student and counselor each contract certain obligations to themselves and the other. Consequences for violation by either party are internal to the therapeutic relationship. Developmental or Remedial.

Work Schedule or Calendar - A work schedule or work calendar is a description of curriculum to be completed by a student by certain dates. It is an agreement worked out between an instructor and a student. It provides the student with short-term goals and a sense of accomplishment for reaching these goals, and provides the instructor with a method of organizing a student's program and monitoring his or her progress. The work schedule or work calendar may be applied to all students in an area or to only selected students. It is most often developmental but may have remedial overtones. Consequences are internal to the student-teacher relationship but may include the call for a Team Conference.

Case Conference - A case conference may be called by a Counselor or Student Advisor. It may include any number of staff members working with and/or having knowledge of the student in question. It is strictly developmental. The student may or may not be present (usually not). Documentation is at the discretion of the person calling the conference.

Subject: Student Progress/Attendance/Conduct (continued)

Plan of Action - A Plan of Action is an agreement among staff attending a Case Conference as to an approach to be taken to impact a student problem. It describes the actions to be taken by individual staff members committing themselves to doing certain things to aid a student in resolving difficulties. It is a normal operating procedure. It is usually developmental, and the student usually would not participate in its formulation. Documentation would be at the discretion of participating staff.

Communications Meetings - The Communications Meeting is a weekly meeting of representatives of all areas dealing directly with students. The purpose of the meeting is to discuss students having very serious problems not amenable to treatment through the above means, and to call for Team Conferences on these students as determined to be required.

Team Conference - A Team Conference is called by or through the Communications Meeting, Registrar or by the Deputy Director to address very serious student problems. It is a meeting of a student and staff members working with the student. A Team Conference may be developmental, but is most often remedial and sometimes will have disciplinary overtones. The usual result is a Behavioral Contract with consequences for violation stated, these consequences usually include referral to the Executive office for Review Board Action. Documentation and monitoring of a Behavioral Contract is provided by the Team Conference Chairman with dissemination as listed in the procedures for Team Conference.

Behavioral Contract - A stated agreement of a student to behave in certain ways. A Behavioral Contract is the usual outcome of a Team Conference. The contract is between the student and the school as represented by those instructors and others working with the student. The consequences of violating a Behavioral Contract are stated; consequences usually include referral to the Executive Office for Review Board Action. A Behavioral Contract is always remedial or disciplinary.

Review Board - A Review Board may be called only by the Deputy Director through the Review Board Chairman. It is a permanent staff/student Board with the purpose of considering students not responding to regular and Team Conference efforts. It may recommend student exit or a Performance Contract.

Performance Contract - This is a behavioral contract which places a student on a final probationary status. It may be imposed by the Review Board and is basically a disciplinary "last chance." Consequences for violation are stated in the Contract. The usual consequence of violation is recommendation to the Executive Office for exit.

Subject: Student Progress/Attendance/Conduct (continued)

1. Communications Meeting -

The Communications Meeting is a weekly meeting of representatives of all areas dealing directly with students. The purpose of the meeting is to discuss students having very serious problems not amenable to regular developmental action and to call for Team Conferences on those students as required. The Chairman shall be elected by and from the Communications Meeting membership for a term of six months. Candidates must obtain the written permission of their supervisor before accepting a nomination. The Chairman shall have the authority to cross departmental lines in order to execute/follow-up meeting business.

- a. Student names to be discussed at the Thursday afternoon Communications Meeting must be phoned in to the Chairman by 1:00 p.m. of the Wednesday prior to each meeting. A list of these names will be compiled and distributed to members each Thursday morning. At the Communications Meeting, the reason for each referral will be explained by the person(s) making the referral. The Executive Division Office Manager will take minutes and provide for copies within three working days.
- b. Notification to the Communications Meeting will be provided by Registrar Office when a student has accumulated eight (8) hours of unexcused absence. Such notification will be included in the Communications Meeting minutes, forwarded to the appropriate Counselor and advisor and will require advisor discussion with the student.
- c. The accumulation of sixteen (16) hours unexcused absence by a student will be reported in writing to the Communications Meeting by the Registrar Office, recorded in the minutes, and will require a Team Conference.
- d. The accumulation of twenty-four (24) hours unexcused absence by a student will be reported in writing to the Communications Meeting by the Registrar Office for recording in the minutes, and referred by the Registrar Office to the Deputy Director for a Review Board or Executive Performance Contract; except that no Review Board will be considered until a Team Conference has acted.
- e. Those students or families not progressing appropriately in their educational plan may be referred to the Communications Meeting by Student Advisor/Instructional Staff and will require a Team Conference.
- f. The staff member requesting that a Team Conference be held shall automatically be Team Chairman unless otherwise designated by the Communications Meeting Chairman. If referral is from Registrar or Student Advisor, a Team Chairman will be appointed by the Communications Meeting Chairman.

2. Team Conference -

Team Conferences are called by or through the Communications Meeting or by the Deputy Director and are meetings of a student and staff actively engaged in working with that student. Once a Team Conference is called on a student that Team Conference deals with that student until the student exits or is referred to a Review Board. Team Conferences will be held in response to: Deputy Director, Registrar's Office for failure to progress in plan or for unexcused absence as referred through the Communications Meeting, or Communications Meeting Membership. The Communications Meeting Membership will receive referrals and establish the Team Conference Chairmanship, membership, time, date and place. Teams are to be kept as small as effective remedial action allows.

Team Conference members will:

- a. Identify and explore with their areas the student and problem to be addressed, as specified in the request for a Team Conference, prior to the Team Conference and will draw up a draft list of objectives they would like to see achieved by the student.
- b. Meet to discuss and identify the problem. The student will be included in all aspects of the Conference as an equal member. If a Behavioral Contract is indicated, it will be worked out with the student as an active partner in its formulation. Only as a last resort is the Contract to be imposed without student agreement.
- c. Prepare findings and requirements and explain these to the student while still in conference. If a description of behavior required of the student, called a Behavioral Contract, is indicated, it will be communicated to the student. If a student refuses to attend a Team Conference, a Behavioral Contract may be prepared in his or her absence and communicated in writing to the student by the Team Chairman; however, every effort is to be made to obtain student participation in the meeting.
- d. Provide the Team Chairman with reports, as requested, on subsequent student action as per the Behavioral Contract, and meet again as required at the Chairman's request.
- e. Upon student failure to fulfill the Behavioral Contract, act to apply the consequences stated in the contract. This may include referral to the Review Board.

The Team Chairman will:

- a. Become familiar with and follow Team Conference procedures (see above).
- b. Remind all Team Conference members and notify the student of time, place and date of meeting.

Subject: Student Progress/Attendance/Conduct (continued)

- c. Arrange for minutes of the proceedings.
- d. Chair the Conference.
- e. Provide, within three working days, copies of the minutes of the proceedings including any Behavioral Contract to the Executive Division, Communications Meeting Chairman, Student Advisor and other Team Conference members. Provide the student with a copy of any Behavioral Contract produced.
- f. Request and review staff reports on student progress as per any Behavioral Contract, and provide copies of these reports to those listed in (e) above including the student.
- g. Reconvene the Team Conference, including the student, at such time as a Behavioral Contract is violated.
- h. Communicate to those listed in (e) above any consequences such as referral to Review Board applied by the Team Conference membership.

3. Review Board -

A permanent staff/student Review Board will consider students not responding to Team Conference efforts. The Review Board Chairman will convene Review Board action at the request of the Deputy Director. Only in extreme cases (e.g., violence to another student or staff member) will a Review Board be called without a prior Team Conference.

The Review Board Chairman will:

- a. Identify the student and problem to be addressed as specified in the referral made to the Deputy Director.
- b. Request the student file from the Executive Office and additional information as required. The following information is necessary:
 - 1. Copies of the Team Conference minutes, Behavioral Contract, staff reports on the individual's actions, and those portions of the Communications Meeting minutes referring to the individual.
 - 2. Any factual information from the Student Advisor that would be relevant to the problem being addressed.
 - 3. Additional factual and/or interpretive written input from Program areas as required.

Subject: Student Progress/Attendance/Conduct (continued)

An evaluation of all written input will be made by the Deputy Director. Alternatives are to refer the student back to the Team Conference, to apply an Executive Performance Contract, or to call a Review Board.

- c. If the Deputy Director determines that Review Board action is indicated, notify all Review Board members, involved staff, and the student of the time, date and place of the meeting. (Every effort will be made to include the spouse). The student is to be notified in writing 24 hours in advance of such meeting and will at the same time be informed of the cause for the Review Board and the referral source(s).
- d. Provide all Review Board members with copies of all input.
- e. Arrange that minutes of the meeting are taken.
- f. Chair the meeting.
- g. See that the following procedures occur.

After Review Board review of the written material, the student will be asked to enter the meeting. The problem will be discussed with the student and information validated. If the student refuses to attend, action will occur in his or her absence; however, every effort is to be made to obtain student participation. The Review Board will prepare its findings and recommendations and present them to the Deputy Director; all findings and recommendations will be discussed with the student. If a Performance Contract (conditions for student continuance in the Program) is recommended and approved by the Deputy Director, it will be prepared and communicated to the student by the Review Board Chairman, thereby placing the student on a probationary status. If the Review Board recommends immediate exit of the student, this recommendation will be referred to the Deputy Director for his decision. Final decisions are to be communicated immediately to the appropriate Counselor and the Registrar.

Review Board minutes, recommendations and Performance Contracts will be filed with the Executive Division with a copy sent to the Data Center. A copy of any Performance Contract is to be provided to the Communications Meeting Chairman and conveyed to the Communications Meeting at its next meeting date. Performance Contracts will be monitored by the Executive Office Manager through Staff input. Although formal staff input will be requested only at intervals, violations of a Performance Contract are to be reported to the Executive Division at any time they occur. Verified failure to meet the terms of a Performance Contract will call for the application of consequences listed, and is usually cause for administrative exit by the Deputy Director.

4. Notification of Student Unexcused Absences -

Subject: Student Progress/Attendance/Conduct (continued)

Eight hours unexcused absence -- Registrar's Office:

- a. Notification to the student through a form attached to the time card.
- b. Notification to the student's Advisor and Counselor.
- c. Notification to the Communications Meetings via the Advisors.

Sixteen hours unexcused absence -- Registrar's Office:

- a. Notification to the student through a form attached to the time card.
- b. Notification to the student's Advisor and Counselor.
- c. Notification to the Communications Meeting. The Communications Meeting shall initiate a Team Conference. Data Control will prepare a report for the Team Conference which will indicate dates and hours missed.

Twenty-four hours unexcused absence -- Registrar's Office:

- a. Referral to the Review Board except that a Team Conference must act first. Review Board referral will be sent to the Deputy Director.
- b. Notification to the student's Advisor and Counselor.
- c. Notification to the Communications Meeting.

Student Advisor will provide Team Conference Chairman with attendance date to assist in preparation of and review of any Team Conference Behavioral Contract.

Registrar's Office and Student Advisor's will provide the Executive Division with attendance data to assist in monitoring Performance Contracts.

Student Advisor shall act as the focal point for reviewing student progress as per educational plan. Developmental assistance shall be given to students by Student Advisor in resolving problems and progressing in their plan.

5. Executive Division Office Manager -

The Executive Division Office Manager will take and distribute within three work days minutes of the Communications Meeting and will maintain a student file which will include the following material:

Subject: Student Progress/Attendance/Conduct (continued)

- a. Communications Meeting minutes, names to be noted in pencil on minutes.
- b. Attendance information as supplied by the Student Advisor for all students.
- c. Time cards variance reports as supplied by the Student Advisor for all students.
- d. Team Conference minutes, Behavioral Contracts, and subsequent progress reports.
- e. Requests for Review Board.
- f. Review Board minutes, Performance Contracts and recommendations, and subsequent monitoring reports (copies to the Data Center).
- g. All other relative information on students as provided by the Executive Director, Deputy Director or Quality Control Specialist.

The Executive Office Manager will monitor Performance Contracts through requesting input from programmatic areas. Attendance will be monitored through reports from Student Advisors and Student Accounting.

6. Executive Action -

Direct Executive action may take several courses:

- a. The Deputy Director may refer students to the Communications Meeting for Team Conferences or convene a Team Conference directly.
- b. The Deputy Director reserves the right to approve or disapprove requests for a Review Board.
- c. The recommendations and Performance Contracts produced by a Review Board are subject to the approval of the Deputy Director.
- d. When in the judgement of the Deputy Director the facts of a situation are apparent, the Deputy Director may place a student on an Executive Performance Contract without Review Board action.
- e. In those cases, when in the judgement of the Deputy Director, the individual's conduct is such as to be immediately or dangerously detrimental to self, staff, other students, the community or the Mountain Plains Program, the individual may be administratively exited by the Deputy Director, without Review Board action.

Subject: Student Progress/Attendance/Conduct (continued)

- f. Falsification of application data or violation of agreements made prior to Program entrance is cause for administrative exit by the Deputy Director without Review Board action.
- g. Any individual, while a student in the Mountain-Plains Program, who shall commit and plead guilty to or be convicted of a felony or an indictable misdemeanor shall be considered to have engaged in actions detrimental to the Mountain-Plains Program, community, and students and shall be immediately exited from the Mountain-Plains Program without stipend during the period of exit. Exceptions to this policy may be made upon appeal to the Executive Director.
- h. When a student is absent from the program without prior authorization for a period of 3 days or 21 instructional hours, that student by his/her action is considered to have deserted the Program.

A student requesting Program reinstatement must, within 24 hours of his/her return to the Center, address a written request accompanied by adequate evidence of justification for absence to the Deputy Director.

- i. In cases of administrative exit, the student shall reserve the right of final appeal to the Executive Director. Such appeal shall be submitted in writing not more than twenty-four hours after the student has been advised of the exit decision. The Executive Director's decision shall be final.
8. Procedure for Dealing with Students Entering in Violation of Selection Criteria and/or Who May Not be Able to Negotiate the Regular Mountain-Plains Program.
- a. During Orientation Week and the week following, all program areas will identify those students entering in violation of selection criteria and/or who may not be able to negotiate the regular program and refer such students to the Data Center, noting their suspected deficiency(s).
 - b. Weekly, this information will be communicated in writing by the Registrar's Office to the Deputy Director and Associate Director of Education Services and the Coordinator of Support Services. The Registrar will arrange for intensive attention to these students by the appropriate program area(s) in order to determine the extent of their deficiency(s) and their ability to negotiate the regular program.
 - c. At no later than three weeks following such referral, the Associate Director of Educational Services and the Coordinator of Support Services will provide the Registrar with their recommendation. The Registrar will gather all information from the concerned areas. He will then make his recommendation based upon input from the areas and forward his recommendation, along with those from Educational Services and Support Services, to the Deputy Director as to whether or not the student is able to negotiate the regular Mountain-Plains Program.

Subject: Student Progress/Attendance/Conduct (continued)

- d. If the student is determined to be not able to negotiate the regular Mountain-Plains Program, he/she and his/her family will be automatically exited from the Program by the Deputy Director. Limited placement assistance will be provided.

Indicators of being able to negotiate the regular Mountain-Plains Program include:

1. Ability to complete comprehensive pretests in instructional areas.
2. Ability to enter all areas of the Family Core Curriculum immediately following Orientation.
3. Ability to complete the Family Core Curriculum in the regularly allotted period of time.
4. Ability to begin an Occupational Preparation area and to have an educational plan written at the time of completion of the Family Core Curriculum.
5. Ability to progress as a result of the application of the regular curriculum and the regular amount of instructor attention.
6. Ability to profit from the regular Counseling Program without the application of intensive and/or unduly prolonged therapy.
7. Ability to participate in the regular program without restrictions for health reasons.

8. Procedure for Student Suspension -

Students who act in a manner which causes significant disruption to the normal learning activities within an education area may be temporarily suspended from all classes pending action by the Executive Director or his designee.

- a. Any instructor or other program staff member may order a disruptive student* to immediately leave an office, classroom area, or other Mountain-Plains building.

*Disruptive includes but is not limited to behavior threatening or abusive to staff or other students or which causes a significant interference with or interruption of regular classroom procedure.

Subject: Student Progress/Attendance/Conduct (continued)

- b. Disruptive students shall be notified that they are suspended from all classes and the premises of all classroom areas for a period not exceeding 16 classroom hours or 48 consecutive hours except said students will have the right to seek the services of the counseling staff, and that they will be notified by the Deputy Director within that time period of action to be taken. Within one hour of the incident, the staff member must report the incident to the appropriate Associate Director or, in his absence, the Deputy Director. The administrator notified shall notify the Registrar which will notify other program areas.
- c. Shall a disruptive student refuse to vacate the office or classroom area, the staff member may ask police to remove the student. The administrator(s) specified in item one shall be similarly notified of the incident but need not necessarily be notified before police involvement.
- d. Suspended students shall not receive their stipend during the period of suspension, not exceeding 16 classroom hours. Consulting with the student's counselor shall not justify stipend. The period of suspension shall be termed excused time.
- e. Disruptive students shall be suspended until the Deputy Director or his designee shall contact the student and proceed with an administrative exit of the student, an Executive Performance Contract, overruling of the suspension, or until the Deputy Director or his designee convenes a team conference to attend to the issue and is satisfied that the findings and actions of the team conference reasonably may be expected to preclude further disruptive acts.

Date _____

To: _____, majoring in _____
 (student)
 _____ is scheduled for a plan/progress review. To facilitate this effort please
 return this form to the Registrar by _____.

Please rate each trait by checking the most appropriate box below using the following key:

Very Satisfactory. The student is strong on this trait and further development in this area is not required.

Satisfactory. The student is strong enough in this area to gain and maintain employment in his/her chosen career. Added strength would be helpful but it is not essential.

Unsatisfactory. This is a weak point of the student and requires work. The student might be able to gain employment, but would probably not be able to maintain employment due to this weakness.

Very Unsatisfactory. Because of this problem, the student is unemployable. Improvement is essential.

Individual/Personal Traits *	Very Satisfactory	Satisfactory	Unsatisfactory	Very Unsatisfactory
Appearance				
Self-Concept				
Self-Confidence				
Motivation				
Directedness				
Alcohol Problems				
Self-Control				
Self-Knowledge				
Self-Acceptance				
Flexibility				
Work Traits *	Very Satisfactory	Satisfactory	Unsatisfactory	Very Unsatisfactory
Competence				
Industriousness				
Accuracy				
Responsibility (tasks)				

Relationship Traits *	Very Satisfactory	Satisfactory	Unsatisfactory	Very Unsatisfactory
Cooperation				
Courtesy				
Perseverance				
Social Contact				
Intimacy				
Marital Harmony				
Overall Traits *	Very Satisfactory	Satisfactory	Unsatisfactory	Very Unsatisfactory
Dependability/Reliability				
Responsibility (personal)				
Ambition				

Comments and Recommendations: _____

THIS FORM FOR:

- ☐ 6 Week Review
- ☐ Referral - General Information
- ☐ Referral - Immediate Attention
- ☐ Incident Report

 (Instructor Signature)

Name _____ Number _____ Entry Date _____
Curriculum Area _____ Pretest Date _____
_____ Post Test Date _____

[illegible]

Mountain-Plains Education & Economic Development Program, Inc.

POST OFFICE BOX 3078 • GLASGOW AFB, MONTANA 59231 • TEL: (406) 524-6221

STUDENT TERMINATION FORM

Date: _____ Family No.: _____
 HOH: _____ Social Security No.: _____
 Spouse: _____ Social Security No.: _____
 Forwarding Address: _____

This form may be used for job reference. Complete it accurately, neatly and with thought. Please have these sections cleared and initialed by designated supervisor in order as it appears below:

- | | |
|--|--------------------------------------|
| 1. Home Management: **
(MCP 55) | 9. Insurance
(Bldg. 816/1) |
| 2. Car Decal - Sec. Headquarters: | 10. Property Control:
(Your Home) |
| 3. Health Education:
(Bldg. 810/1) | 11. Housing:
(Bldg. 813) |
| 4. Leisure Skills:
(Bldg. 526) | 12. Community Worker
(MCP 49) |
| 5. Early Childhood Ed.:
(MCP 43) | 13. Base Post Office: |
| 6. Community Library:
(Tues. - Fri. 11am - 9pm, Sat. 8-5) (Bldg. 715) | 14. Data Center:
(Bldg. 810/3) |
| 7. Occupational Area:
(Bldg. 960) | 15. Accounting:
(Bldg. 816/1) |
| 8. Counseling Aide:
(Bldg. 810/3) | |

**Monday through Friday ONLY between the hours of 3:00 - 4:30 p.m. at MCP No. 55.

Signature (HOH) _____

Signature (Spouse) _____

Mountain-Plains Education & Economic Development Program, Inc.

POST OFFICE BOX 3078 · GLASGOW, MONTANA 59231 · TEL: (406) 824-8221

INTEROFFICE MEMORANDUM

Week Ending:

TO: Bruce Perryman, Executive Director

FROM: L. D. Robison, Registrar and Student Advisor

SUBJ: COMPLETION ROSTER

COPY TO: Dr. Flores, Dick Mutterer, George Faith(8 copies), Ernie Weber, Bill Connors(11 copies), Health, Career Guidance(5 copies), Jim West(8 copies), Counseling(2 copies), Data Center(7 copies), MCP 49 (2 copies), George Graham(8 copies), Early Childhood Education, Principal North Star School, Editor of Forum, Deaconess Hospital.

1. Any changes of completion dates must be cleared with the student's Advisor. (See Flow-Through Manual Page 29, October 1, 1974)
2. THIS ROSTER SUPERCEDES THE ROSTER OF:
3. The asterisk between the Student Number and Name means it is a new addition, an asterisk following the Completion Date means there has been a date change.
4. The "C" between dates means that this student's date has been confirmed.
5. No Flag date means that the Completion Calendar for that student has not been completed.

COMPLETION ROSTER

WEEK ENDING:

U. S.	STATE ORIG.	NAME	AREA	STATE RELOC.	FLAG DATE	COMPLETION DATE
----------	----------------	------	------	-----------------	--------------	--------------------

STUDENT NAME
CLOCK NUMBER

WEEK ENDING

DATE
CLOCK NUMBER

STUDENT NAME	WEEK ENDING	DATE	CLOCK NUMBER	CURRICULUM	VARIANCE
9	61	61	80	61	61
10	CONS ED	CONS ED	COUNSEL	CONS ED	CONS ED
11	63	63	80	63	63
12	HOME MGT	HOME MGT	COUNSEL	HOME MGT	HOME MGT
2	51	51	51	51	51
3	HEALTH	HEALTH	HEALTH	HEALTH	HEALTH
4	46	46	46	46	46
5	CARE GUID	CARE GUID	CARE GUID	CARE GUID	CARE GUID
6	46	46	46	46	46
7	CARE GUID	CARE GUID	CARE GUID	CARE GUID	CARE GUID

133

STUDENT NAME
CLOCK NUMBER

WEEK ENDING

DATE
CLOCK NUMBER

HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	CURRICULUM	VARIANCE
A						MISSED	ATTEND
R - 9						NO.	HRS
						NO.	HRS
R	46	46	46	46	46		
10	CARE GUID	CARE GUID	CARE GUID	CARE GUID	CARE GUID		
C	46	46	46	46	46		
11	CARE GUID	CARE GUID	CARE GUID	CARE GUID	CARE GUID		
D	51	51	51	51	51		
12	HEALTH	HEALTH	HEALTH	HEALTH	HEALTH		
F	66	66	66	66	66		
2	PAR INV	PAR INV	PAR INV	PAR INV	PAR INV		
F	63	63	80	63	63		
3	HOME MGT	HOME MGT	COUNSEL	HOME MGT	HOME MGT		
G	61	61	80	61	61		
4	CONS ED	CONS ED	COUNSEL	CONS ED	CONS ED		

STUDENT NAME CLOCK NUMBER		WEEK ENDING					DATE	CLOCK NUMBER	
HOURS		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	CURRICULUM	VARIANCE	
9							MISSED	ATTEND	
							NO.	HRS	NO. HRS
10		66 PAR INV	66 PAR INV	66 PAR INV	66 PAR INV	80 COUNSEL			
11		51 HEALTH	51 HEALTH	51 HEALTH	51 HEALTH	80 COUNSEL			
12		61 CONS ED	61 CONS ED	61 CONS ED	61 CONS ED	61 CONS ED			
2		63 HOME MGT	63 HOME MGT	63 HOME MGT	63 HOME MGT	63 HOME MGT			
3		46 CARE GUID	46 CARE GUID	46 CARE GUID	46 CARE GUID	46 CARE GUID			
4		46 CARE GUID	46 CARE GUID	46 CARE GUID	46 CARE GUID	46 CARE GUID			

TEL: (406) 524-6221

TO BE COMPLETED BY STUDENT DURING FIRST WEEK OF WORLD OF WORK.

Date Completed _____

This is to certify that the following courses and units have been successfully completed by the above named student. Mountain Plains uses a nongraded competency based system (validation or noncompletion). A student may retest in any area until validation is achieved.

Program Areas and Courses and Units Validated

122

136

**Mountain-Plains is a
Federally Funded Family
Based Residential Program
in Career Education.**

Mountain Plains is Approved Under Chapter 36, Title 38, U.S. Code By the Veterans Administration.

138

Mountain-Plains Education & Economic Development Program, Inc.

POST OFFICE BOX 3078 • GLASGOW AFB, MONTANA 59231 • TEL: (406) 524-6221

REASON FOR RESIGNATION

Date: _____

I/We have elected to resign from Mountain-Plains. The following are the reasons for my/our decision:

Head of Household_____
Spouse_____
Career Guidance Specialist_____
Family Counselor_____
Student Advisor

Original: File, Copy To: Executive Director, Research, Placement, Support Services

[illegible]

I/We hereby request that I/we be allowed to resign from Mountain-Plains Education & Economic Development Program, Inc. I/We do therefore apply for Resignation effective on the following date _____. In support of this application, I/we have read and understand Item III of the "Notice to All Student Families (Student Termination Policy)" dated October 12, 1973. I/We are also aware that during the period of time between the date of our resignation request and our date of departure that we will be subjected to the rules and policies which govern all students at Mountain-Plains.

Signature of Spouse

TO ACCOUNTING: The above named family will be departing Mountain Plains on _____

125

Copies for File, Accounting, Placement, Suspense Copy

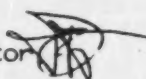
Mountain-Plains Education & Economic Development Program, Inc.

POST OFFICE BOX 3078 · GLASGOW, MONTANA 59231 · TEL: (408) 524-6221

September 25, 1974

INTEROFFICE MEMORANDUM

TO: All Staff.

FROM: T. R. Flores, Deputy Director 

SUBJ: INFORMING THE STUDENT OF HIS OR HER PROGRESS
AND PERSONAL DEFICIENCIES

COPY TO:

Please be aware that your reports on student progress and personal deficiencies are shared with the student about whom the report is written. D.E.T. reports are shared with the student by the Student Advisor, Counselor or other staff receiving the reports. Memos to a Team Conference chairman regarding performance as per a Behavioral Contract are shared with the student by the respective chairman and also by the Student Advisor. I share with the student any memos to me or to the Review Board chairman regarding performance and recommendations for disciplinary action. This is consistent with the Mountain-Plains program philosophy and approach. We inform our students individually and as honestly as we can concerning those aspects of their behavior which will interfere with their employability or program completion, and we inform them of the changes we require. We then assist them in a developmental manner to make those changes. One of the tools in this effort is our Special Student Treatment Procedure - Procedure C112 - although the major emphasis should be applied through day-to-day, face-to-face communication between staff and students.

We have many staff who are completely willing to do this. They know it is no favor to any student to pretend that the student's behavior is acceptable when it is not. The student is inevitably faced with his or her deficiencies at a later date by other staff when it may be too late for the student to change.

This memo is a reminder to the remaining staff as to how our system operates. We are completely open with our students as to the acceptability of their behavior and progress and our requirements for change. Be aware that what you write about a student will be shared with that student. Don't stop putting your evaluations on paper; do start finding the courage to tell the student face-to-face how he or she is doing.

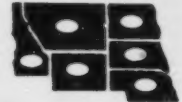
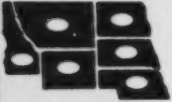
(Cont'd)

Please note that the above is not a philosophical request. It is a job requirement of all staff interacting with students and is one criterion by which your performance will be monitored. Be assured that we will tell you how you are doing.

TRF/ms

Mountain-Plains Education & Economic Development Program, Inc.

POST OFFICE BOX 3078 · GLASGOW AFB, MONTANA 59231 · TEL: (406) 524-6221



Transcript Of Record

Name _____ Date Entered _____
Last First Middle Date Completed _____

Present Address _____

Permanent Address _____

Date of Birth _____ Place _____

Social Security Number _____

High School Diploma _____ Name of High School _____
Date _____

G.E.D. _____ Source _____
Date _____

This is to certify that the following courses and units have been successfully completed by the above named student. Mountain-Plains uses a nongraded competency based system (validation or noncompletion). A student may retest in any area until validation is achieved.

OCCUPATIONAL CERTIFICATION AND D.O.T. CODE

Program Areas and Courses and Units Validated

Registrar

Mountain-Plains is a Federally Funded Family Based Residential Program in Career Education.

**Mountain-Plains is
Approved Under Chapter
36, Title 38, U.S. Code By
the Veterans
Administration.**

MEMORANDUM

DATE March 14, 1974

TO All Staff

FROM T. R. Flores, Deputy Director

SUBJECT MONTANA LAW AND MOUNTAIN-PLAINS POLICY CONCERNING PRIVILEGED COMMUNICATIONS, OBSTRUCTION OF JUSTICE, AND THE REPORTING OF SUSPECTED CHILD NEGLECT OR ABUSE

COPY TO

This memo is an attempt to inform staff of certain Montana laws and related Mountain-Plains policy governing staff relationships with students and the law. Nothing in this memo should be interpreted as a legal opinion. This memo is written solely as assistance to staff in making their own decisions concerning those actions which are appropriate for them to take.

Privileged Communications

Montana statute R.C.M. (1947) 93-701-4 provides for the right of certain professional persons called as witnesses in court proceedings to maintain confidentiality with their clients. One of these confidential relationships recognized under law is between a counselor or teacher and a duly registered student of any educational institution. This statute reads as follows:

7. A Counselor, psychologist, nurse, or teacher, employed by any educational institution, cannot be examined as to communications made to him in confidence by a duly registered student of such institution, provided however, that this provision shall not apply where consent has been given by the student, if not a minor, or if he is a minor, by the student and his parent or legal guardian.

A problem with this statute is that, since its enactment in 1971, no cases in Montana have interpreted the statute. It is therefore not clear if or when such confidentiality might be interpreted as concealing evidence.

Mountain-Plains has nothing to add concerning the subject of privileged communications. This relationship will remain between the professional person and the courts, without any involvement of the Mountain-Plains Corporation of any kind.

Obstruction of Justice

A related statute to be considered is R.C.M. (1973) 94-7-303 concerning the obstruction of justice.

A person is guilty of obstruction of justice if he purposely prevents or obstructs, by means of force, deception or intimidation, anyone from performing an act that might aid in the discovery or apprehension of an offender or suppresses by act of concealment, alteration or destruction any physical evidence that might aid in the discovery or apprehension of an offender.

It should be noted that the prior section on privileged communications relates only to examination in a court of law. This protection does not extend to the act of advising a student, for example, not to press charges, nor does it extend to the actual concealment of evidence. Either of these acts could be interpreted as obstruction of justice.

In order that the Corporation itself is not guilty of obstructing justice, it should also be made clear that any staff member, acting as a private citizen, may report to law enforcement officials at any time any knowledge of an act in violation of the law. Mountain-Plains encourages staff to do so. There are a host of laws dealing with when a person must report such knowledge; here the relationship will again remain between the staff member and the courts.

Child Neglect or Abuse

The Montana statute concerned with reporting child neglect or abuse is R.C.M. 10-902.

Any physician who examines, attends or treats a persons under the age of majority, or any nurse, teacher, social worker, attorney or law enforcement officer or any other person who has reason to believe that a child has had serious injury or injuries inflicted upon him or her as a result of abuse or neglect, or has been willfully neglected, shall report the matter promptly to the Department of Social and Rehabilitation Services, its local affiliate, and the county attorney of the county where the child resides. This report shall contain the names and addresses of the child and his or her parents or other persons responsible for his or her care; to the extent known, the child's age, the nature and extent of the child's injuries, including any evidence of previous injuries, and any other information that the maker of the report believes might be helpful in establishing the cause of the injuries or showing the willful neglect and the identity of person or persons responsible therefore; and the facts which led the person reporting to believe that the child has suffered injury or injuries, or willful neglect within the meaning of this act.

The Mountain-Plains policy on child neglect or abuse is to completely support the above stated statute. The procedure for staff observing signs of child abuse or neglect is as follows: 1) Contact, Mrs. Peggy Wiles, Supervisor of Child Development, to discuss the circumstances and the definition of what constitutes child

neglect or abuse. Determine at that time if the situation has or has not yet been reported. Notify the Registrar or Student Advisor. 2) Report the circumstances to Mr. Robert McKinnon, Socail Service Agency, in Glasgow at 228-8281. Include in your report:

- a. The date you observed the child and noted signs of abuse or neglect.
- b. A previous date when you observed the child with no abuse or neglect. (This would be important information only if you have frequent contact with the child.)
- c. Precisely what you saw that suggests abuse or neglect. For example, "This child has five circular bruises on his upper back that are each about two inches wide with a deep purplish color."

This report should be communicated to Mr. McKinnon within 24 hours of observing the signs of abuse or neglect. Mr. McKinnon will then immediately arrange for a thorough investigation into the home of the child involved and the circumstances surrounding the injury or neglect of the child. You will be contacted before he begins his investigation. Your name will be kept confidential by Mr. McKinnon unless the case goes to court and you are asked to testify.

Relationship of the Three Statutes

There seems to be no obvious conflict in these three statutes. Privileged Communication protects one from examination in a court of law as to communications made to him in confidence by a student. Obstruction of justice can occur when one is actually advising a person improperly or concealing evidence (although the definition of concealing evidence is not clear). The reporting of child neglect or abuse seems to be required only after actually observing such neglect or abuse.

General Statement of Mountain-Plains Policy

The general position of Mountain-Plains concerning the student and the law continues to be that students will not be shielded from reality, in this case defined as legal reaction to their behavior. In no case is any Mountain-Plains staff member to act or fail to act to protect a student from the law or to interfere in any way with legal processes concerning a student.

For further guidance in specific cases, please contact your supervisor.

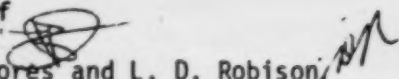
Mountain-Plains Education & Economic Development Program, Inc.

POST OFFICE BOX 3078 · GLASGOW, MONTANA 58231 · TEL: (406) 524-6221

INTEROFFICE MEMORANDUM

TO: All Staff

April 16, 1975

FROM: T. R. Flores and L. D. Robison, 

SUBJ: Referrals Concerning Student Health Problems

COPY TO:

There seems to be some confusion as to the proper procedures in the relaying of information concerning students and/or their family members health problems to various areas within Mountain-Plains.

The procedures as outlined on page 24 of the Student Flow-Through Manual should be followed if at all possible. In those instances where time is a critical factor, the procedure is to notify the Registrar's office or one of the Student Advisors, and he in turn will contact the Health Department who will then assist the family or the student in determining the need for immediate medical attention. All referrals concerning a student's health problems should be routed through the Registrar's office and Health and in no circumstances should an instructor go directly to the P.R.I. Under no circumstances should a Mountain-Plains staff member call the student's doctor directly nor should they call another physician concerning the student's medical problem.

If you have any further questions, please contact Luther Robison and he will discuss your concerns on an individual basis.

smh

REPORT ON STUDENTS IN THE PROGRAM OVER 8 MONTHS NOT ON EXIT STATUS

DATE ENTERED	CLOCK NO.	NAME	OCCUPATIONAL AREA	PROJECTED COMPLETION DATE	CHANGED OCCUPATIONAL PLAN	DATE OF LAST PLAN REVIEW COMMENTS
148						149

MOUNTAIN-PLAINS INSPECTION OF MCP FAMILY HOUSING UPON LEASE TERMINATION

1. There will be a final inspection of each assigned unit before final termination will be completed. This inspection will be in the presence of a Mountain-Plains Inspector and tenant.
2. To assist and expedite in preparing quarters for inspection, the following criteria is the minimum acceptable.

CONDITION STANDARD

Building Interior (Except Kitchens and Bathrooms)	All scuffs, pencil marks, crayon marks, stains, etc., will be removed from walls, doors, closets, kitchen cabinets, cupboards and other interior woodwork by using detergent. If dirt, finger marks or other scuffs are not excessive or ground into the paint, plain warm water and a sponge will clean sufficiently. Do not use steel wool, abrasives and strong detergents, either liquid or powder.
Floors	All floors are to be cleaned.
Closets, Cupboards and Shelves	Clothes closets, drawers, cupboards and shelves will be cleaned. All paper trimmings, etc., will be removed.
Bathrooms	Lavatories, commodes, showers, bathtubs, glass enclosures, medicine cabinets will be cleaned. Walls will be free from all stains and clean. Floors will be wet mopped and cleaned.
Kitchens	Ceiling, walls, kitchen cabinets, sinks, counter tops and other interior will be free from all grease and clean.
Light Fixtures	Will be cleaned.
Windows	All windows throughout the unit will be cleaned, including outside, weather permitting.
Appliances	All appliances will be cleaned, interior and exterior, removing stains, food particles, grease, etc. Use standard cleaners. For kitchen range use grease remover solution, being careful not to spill on floor. When cleaned, polish exteriors with dry, soft cloth. Clean all dirt, dust, grease, etc., from underneath, behind and around appliances. This is particularly important in the case of the kitchen stove to prevent fire hazards developing from accumulation of grease. Do not attempt to disconnect stove or other appliances yourself. Turn water outlets off on clothes washing machine. Remove lint from clothes dryer. Clean exterior and interior of all grease stains. Remove wire filters from exhaust vents and clean by soaking in hot water and detergent. Dry and replace. Clean exterior of hot water heater and floor underneath. Remove all dust from heater exterior.
Clothes Washing Machine	
Refrigerator	
Kitchen Stove	
Clothes Dryer	
Exhaust Vent	
Water Heater	
Warm Air Heater	
Furniture Cleaning	Cloth covered furniture will be vacuumed. Do not launder cushions. All vinyl and plastic furniture will be wiped with a soft, damp cloth. Use water. Do not use household cleansers (such as Comet, etc.) or scouring pads. All dresser drawers will be emptied. Wood furniture will be dusted.
Building Exterior (Structure, Grounds, Lawns, Flower Beds, Shrubs and Trees)	Clean all exterior doors, including garage. Remove stains, smudges, dirt, mud, etc. Lawn will be cut before inspection. Flower beds will be neat.
General	Clean garage floor and driveway, either by washing with water or sweeping. Pick up all paper, trash, debris, etc., from entire quarters interior and exterior and place in garbage can. Close and secure all windows and doors prior to turning keys over to Mountain-Plains Inspector.

FEB. 28, 1975

REPORT ON CALENDAR'S PROJECTING ACCURACY

AREA

JANUARY

ERRORS

FEBRUARY

ERRORS

Attachment 34

TO: G. SMITH, DR. FLORES, R. MUTTERER, B. PERRYMAN

ATTACHMENT 35

FROM: REGISTRAR/CONTROLLER

TO DATE	% ABSENT	HOURS SCHEDULED	HOURS ABSENT	CLASS	SPEC EX	SPOUSE	PROG PD	EMERG PD	UNEX UNPD	EX UNPD	LEAVE PD	SICK PD	SICK UNPD
				9 TESTING									
				10 AREA 10									
				11 MATH									
				12 GED MATH									
				14 GED COMM.									
				15 COMM.									
				24 OFFICE EDUCATION									
				25 LODGING									
				26 FOOD SERVICE									
				27 M & D									
				36 WELDING									
				37 AUTOMOTIVE									
				38 SMALL ENGINES									

TO DATE	% ABSENT	HOURS SCHEDULED	HOURS ABSENT	CLASS	SPEC EX	SPOUSE	PROG PD	EMERG PD	UNEX UNPD	EX UNPD	LEAVE PD	SICK PD	SICK UNPD
				46	CAREER GUIDANCE								
				47	ROLE PLAYING								
				48	PLACEMENT								
				51	HEALTH								
				61	CONSUMER EDUCATION								
				62	HOME & PERS. IMPROV								
				63	HOME MANAGEMENT								
				64	BUDGET								
				66	PARENT INVOLVEMENT								
				70	CARPENTRY								
				71	ELECT/ASSEMBLER								
				72	ELECT/WIREMAN								
				73	PLUMBING								

TO DATE	% ABSENT	HOURS SCHEDULED	HOURS ABSENT	CLASS	SPEC EX	SPOUSE	PROG PD	EMERG PD	UNEX UNPD	EX UNPD	LEAVE PD	SICK PD	SICK UNPD
				74	HEATING SERVICE								
				75	REFRIGERATION								
				76	APPLIANCE SERVICE								
				77	RADIO & TV								
				78	ELECT/MOTOR								
				79	DRAFTING								
				80	COUNSELING								
				81	MOWINDS								
				82	AEROBICS								

TO ATE	% ABSENT	HOURS SCHEDULED	HOURS ABSENT	CLASS	SPEC EX	SPOUSE	PROG PD	EMERG PD	UNEX UNPD	EX UNPD	LEAVE PD	SICK PD	SICK UNPD
				84	ADMIN. OVERHEAD								
				85	COMPLETION ACTIVITIES								
				90	ADVISORS								

WEEK ENDING

SPOUSE ABSENTEEISM

NUMBER	NAME	HRS. SCHED.	HRS. ABSENT	%	STATE
--------	------	-------------	-------------	---	-------

140

169

ACCUMULATED UNEXCUSED HOURS FOR THE WEEK ENDING 3/28/75

NUMBER	NAME	HRS.	NUMBER	NAME	HRS.
--------	------	------	--------	------	------